

**Cozad Community Schools
Board of Education Regular Meeting
Monday, June 15, 2026 7:00 PM
Office of the Superintendent**

Mission: Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision: Cozad Creates Success

Values - Guiding Principles

Respect - Trust, appreciate, celebrate, value, act with urgency

Integrity - Do the right thing, deliver highest quality instruction and practice full accountability

Teamwork - Teamwork at all levels districtwide, recognize and celebrate, have fun and enjoy

Innovation - Positive attitude, open to new ideas,

Courage - Embrace change and take calculated risk, encourage others, communicate directly with respect

1. **BOARD OF EDUCATION REGULAR MEETING 7:00 P.M.**
 - 1.1. **Call to Order, Roll Call**
 - 1.2. **Pledge of Allegiance**
 - 1.3. **Nebraska Open Meeting Law, Publication of Meeting**
 - 1.4. **Excused/Unexcused Board Member Absence**
2. **APPROVAL OF THE AGENDA**
3. **HAYMAKER HIGHLIGHT**
4. **PUBLIC COMMENT**
5. **SUPERINTENDENT REPORT**
6. **CONSENT AGENDA**
 - 6.1. **Approval of the Minutes of Previous Meeting(s)**
 - 6.2. **Congratulations, Condolences, Correspondences**
 - 6.3. **Classified Resignations**
 - 6.4. **Classified Hires**
 - 6.5. **Standing Reports**
 - 6.5.1. **Sub Reports**

A1 ▼ fx Substitute (Last, First)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Substitute (Last, First)	NDE Staff ID	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Total	Days Pd at Higher Rate
2	Bartlett, Chesney	2099752261						1.00	0.00	1.00	1.50		3.50	0.00
3	Berreckman, Karen	4610940824									1.50	2.00	3.50	0.00
4	Boyle, Carol	2160796851		3.00	2.50	6.50	2.50	3.00	4.00	5.00	4.00	6.50	37.00	22.00
5	Brooks, Rachel	7908912036							3.50	5.00	4.00		12.50	0.00
6	Brownfield, Gayle	6564781271	0.50	2.50	3.00	3.00		1.50		4.00	1.00	1.00	16.50	1.50
7	Bubak, Lisa	4127282818											0.00	0.00
8	Burkholder, Anne	6296198918		0.50	1.00		1.00	1.00			1.00		4.50	0.00
9	Claycamp, Brynn	3098996066						0.50		1.00	4.50		6.00	0.00
10	Crick, Cynthia	5970292433		3.00	0.50	1.00							4.50	0.00
11	Dean, Adam	2558685323	1.00	8.50	8.00	7.50	7.00	8.00	10.50	12.00	9.00	10.00	81.50	66.50
12	Dowdy, Jillian	3773838008		0.50			2.00	2.50	6.00	6.00	3.00	1.00	21.00	6.00
13	Fink, Timothy	3466145808		2.00	1.00			1.50	1.50		3.00		9.00	0.00
14	Gill, Shelli	8315592382	2.50	5.00	9.50	8.00	6.00	9.00	7.50	13.00	10.00	8.00	78.50	63.50
15	Grabenstein, Linda	8844080879			1.50	0.50	0.50						2.50	0.00
16	Guerra, Mercedes	7852620653								1.00	1.00	1.00	3.00	0.00
17	Hansen, Tim	8416286013	1.00	15.00	15.00	11.00	10.00	14.00	11.00	16.50	10.00	11.50	115.00	100.00
18	Horwart, Isela	7229581504										2.00	2.00	0.00
19	Huerta, Hope	5092032844		1.50	5.50	7.00	4.00						18.00	3.00
20	Kollars, Amanda	6343054783	1.50	5.50	4.50	17.00	2.00	5.50		5.00	6.50	1.00	48.50	33.50
21	Kostrunek, Tim	4745567865	1.00		0.50		1.00						2.50	0.00
22	LaBrayere, Karen	1585030223		5.00	4.50	6.50	5.00	3.50	1.00	1.00	4.00	4.50	35.00	20.00
23	Laird, Pam	6068350135		0.50			1.50			0.50			2.50	0.00
24	Lusetto, Kaleb	9635707118										1.00	1.00	0.00
25	Margritz, Patty	6370647851		9.00	6.00	7.00	5.00	4.00	3.50	4.00	4.00	1.00	43.50	28.50
26	Molina, Elisa	4843204278											0.00	0.00
27	Moore, Cynthia	1892921578					1.50	2.00	0.50	2.00	1.00	2.00	9.00	0.00
28	Nutt, Melanie	7144773565		5.50	2.50	4.50	7.00	7.50		12.50	7.00	10.50	57.00	42.00
29	Ortiz, Maria	8250042307									1.00		1.00	0.00
30	Osborn, Ashley	9955959805								1.00			1.00	0.00
31	(Racek) Young, Alyson	1450733481	1.00	3.00	14.00	16.00	11.50						45.50	30.50
32	Rivera, Monica	5336167552	2.00	3.50	4.00	5.00	5.00	5.50	8.00	6.00	9.00	5.50	53.50	38.50
33	Rutkowski, Sasha	1328305256	2.50	9.50	18.00	9.50	3.00	5.50	6.00	11.50	10.50	5.50	81.50	66.50
34	Savick, Savannah	6466723378											0.00	0.00
35	Schroeder, Macey	3178972498		2.00									2.00	0.00
36	Schroeder, Stephanie	4538696218	1.00	1.50	7.50	3.00	3.00	3.50	1.00		2.00		22.50	7.50
37	Stephens, Kip	9240448734	1.00	6.00	4.00	10.00	2.00	1.50	6.00	8.00	2.50	1.00	42.00	27.00
38	Vazquez, Beatriz	7030928058	13.00	21.00	19.00	13.00	2.00	10.00	8.00	6.00			92.00	77.00
39	Wellman, Shawney	5568782577											0.00	0.00
40	Winter, Emily	9110616443							1.00	1.50	0.50		3.00	0.00
41	Yilk, Elizabeth	8132968458							0.50		0.50		1.00	0.00
42	Totals:	-											955.50	633.50
43														
44	Certified Sub													
45	Local Sub		90 days											
46	Paraprofessional Sub													
47														

6.5.2. **Nutrition Services SNP Claim for Reimbursement Summary**

SNP Claim For Reimbursement Summary

240011 Status: Active
Cozad Community Schools
 DBA:
 1710 Meridian Ave
 Cozad, NE 69130-1159

Confirmation #: FHCCUA

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2026	0	06/09/2026	06/09/2026		Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	3,426	4.6200	15,828.12
Reduced	961	4.2200	4,055.42
Paid	3,616	0.4600	1,663.36
Total	8,003		21,546.90
Performance-Based Reimbursement (Lunch)			
Claimed	8,003	0.0900	720.27
Adjusted	0	0.0900	0.00
Total	8,003		720.27
School Breakfast Program Severe Need			
Free	1,644	2.9400	4,833.36
Reduced	454	2.6400	1,198.56
Paid	1,148	0.4000	459.20
Total	3,246		6,491.12
Afterschool Care Program - Area Eligible			
Free	480	1.2600	604.80
Total	480		604.80

Claim Reimbursement Total**29,363.09****Sponsor Claim Reimbursement Totals**

Current Claim Reimbursement Total	29,363.09
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	29,363.09

[Show Site Meal Details](#)

Cozad Lunch Fund

Revenue			Expenditures			
Month			Regular (annual)	Cost	Equip	Cost
Sept.	Interest	\$ 641.56	Opaa!	\$ 33,883.10	Cozad Service	\$220.00
	Daily Deposits	\$ 22,121.25	Classified Payroll	\$ -	Walmart	\$69.90
	Federal Reimb	\$ 20,519.57				
	OPAA Commodity	\$ 2,270.55				
	Total Deposits:	\$ 45,552.93	Total Expense:	\$ 33,883.10	Total Repairs:	\$289.90
					\$ 34,173.00	
	Total Made Sept	\$ 11,379.93				
Oct	Interest	\$ 591.83	Opaa!	\$82,945.97	Johnny on the Spot	\$100.00
	Daily Deposits	\$ 26,386.55	Classified Payroll		Johnny on the Spot	\$824.00
	Federal Reimb	\$ 50,174.28			Cozad Services	\$948.74
	OPAA Commodity	\$ 3,370.91				
	Total Deposits:	\$ 80,523.57	Total Expense:	\$82,945.97	Total Repairs:	\$1,872.74
					\$84,818.71	
	Total Made	\$ (4,295.14)				
	Total Made YTD	\$7,084.79				
Nov	Interest	\$ 563.47	Opaa!	\$ 68,378.99	Cozad Services	\$ 199.97
	Daily Deposits	\$ 25,359.10	Classified Payroll		Cozad Services	\$ 90.00
	Federal Reimb	\$ 39,249.53			Cozad Services	\$180.00
	OPAA Commodity	\$ 5,298.04				
	Total Deposits:	\$ 70,470.14	Total Expense:	\$ 68,378.99	Total Repairs:	\$ 469.97
					\$ 68,848.96	
	Total Made	\$ 1,621.18				
	Total Made YTD	\$ 8,705.97				
Dec	Interest	\$ 618.31	Opaa!	\$ 55,929.76	Cozad Services	\$ 283.16
	Daily Deposits	\$ 20,336.75	Classified Payroll			\$ 90.00
	Federal Reimb	\$ 34,013.87				\$ 130.00
	OPAA Commodity	\$ 4,282.73				
	Total Deposits:	\$ 59,251.66	Total Expense:	\$ 55,929.76	Total Repairs:	\$ 503.16
					\$ 56,432.92	
	Total Made	\$ 2,818.74				
	Total Made YTD	\$ 11,524.71				

Jan	Interest	\$	464.51	Opaa!	\$	74,374.43	Johnny on the Spot	\$	489.50
	Daily Deposits	\$	35,334.48	Classified Payroll	\$	10,280.26	Cozad Services	\$	795.01
	Federal Reimb	\$	42,248.94	Supplies (envelopes)	\$	485.53			
	OPAA Commodity	\$	5,356.78	Supplies (forks & spoons)	\$	216.30			
				Supplies (tile caulking for kitchen)	\$	8.49			
	Total Deposits:	\$	83,404.71	Total Expense:	\$	85,365.01	Total Repairs:	\$	1,284.51
	Total Made	\$	(3,244.81)						
	Total Made YTD	\$	8,279.90						
Febr	Interest	\$	465.82	Opaa!	\$	71,339.16	Cozad Services	\$	100.00
	Daily Deposits	\$	33,727.65	Classified Payroll	\$	-	Cozad Services	\$	800.00
	Federal Reimb	\$	40,840.17	WORDWARE					
	OPAA Commodity	\$	3,386.17	EduTrak LLC	\$	4,542.00			
					\$	-			
	Total Deposits:	\$	78,419.81	Total Expense:	\$	75,881.16	Total Repairs:	\$	900.00
	Total Made	\$	1,638.65						
	Total Made YTD	\$	9,918.55						
Mar	Interest	\$	536.84	Opaa!	\$	77,995.13	Cozad Services	\$	-
	Daily Deposits	\$	32,234.15	Classified Payroll	\$	-	Cozad Services	\$	-
	Federal Reimb	\$	47,787.12		\$	-			
	OPAA Commodity	\$	4,068.41		\$	-			
	Total Deposits:	\$	84,626.52	Total Expense:	\$	77,995.13	Total Repairs:	\$	-
	Total Made	\$	6,631.39						
	Total Made YTD	\$	16,549.94						
Apr	Interest	\$	484.07	Opaa!	\$	78,207.14	Cozad Services	\$	4,189.70
	Daily Deposits	\$	32,924.40	Classified Payroll	\$	-	Cozad Services	\$	100.00
	Federal Reimb	\$	45,202.50	USPS	\$	971.05			
	OPAA Commodity	\$	4,082.53	222 Hardware	\$	41.98			
					\$	-			
	Total Deposits:	\$	82,693.50	Total Expense:	\$	79,220.17	Total Repairs:	\$	4,289.70
	Total Made	\$	(816.37)						
	Total Made YTD	\$	15,733.57						

May	Interest	\$	480.44	Opaa!	\$	51,198.34	Cozad Services	\$	100.00
	Daily Deposits	\$	18,757.25	Classified Payroll	\$	-	Cozad Services	\$	100.00
	Federal Reimb	\$	29,363.09	USPS	\$	-			
	OPAA Commodity	\$	1,839.25	222 Hardware	\$	-			
	Total Deposits:	\$	50,440.03	Total Expense:	\$	51,198.34	Total Repairs:	\$	200.00
	Total Made	\$	(958.31)						
	Total Made YTD	\$	14,775.26						

6.5.3. **Bus Route Averages**

Average Students Riding Route Bus Per Day 2025-2026

ROUTE	MONTH										TOTAL
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
South/In Town	40.10	42.19	42.05	40.06	40.20	29.16	18.22	26.67	25.00	23.33	326.98
Northeast	31.56	37.24	36.60	38.41	35	31.79	34.00	37.19	29.45	23.13	334.37
North/Northwest/In Town	59.56	53.76	56.25	49.53	53.07	58.32	60.33	52.52	48.85	55.67	547.86
TOTAL AVERAGE	131.22	133.19	134.90	128.00	128.27	119.27	112.55	116.38	103.30	102.13	1209.21
SpEd	13.48		12.45	13.76	2.73	9.89	11.28	9.71	10.50	10.13	93.93

Added Frenchy Park to Northeast Rt

Total Mileage of Bus Routes 2025-2026

ROUTE	MONTH										TOTAL
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
South/In Town	730	1627	1519	1328	1126	1559	983	1599	1426	1162	13059
Northeast	284	1199	1186	1052	934	1149	1152	1316	1265	807	10344
North/Northwest/In Town	589	1385	1221	1112	882	1263	1274	1459	986	903	11074
TOTAL MILES	1603	4211	3926	3492	2942	3971	3409	4374	3677	2872	34477
SpEd	1341		1687	1567	469	1077	918	1158	1120	815	10152
TOTAL MILES (with SpEd)	2944	4211	5613	5059	3411	5048	4327	5532	4797	3687	44629

*Transport to Lex bus 307



🔍 Menus

↶ ↷ 🖨 🗑 100% ▾ | \$ % .0+ .00 123 | Calibri ▾ | - 18 + | **B** *I* ↺ A | 🗑 📊 53 ▾ | 📋 ▾ | ⚡ ▾ | 🔍 ▾ | A

A1:N1 ▾ | *fx* Average Students Riding Route Bus Per Day

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Average Students Riding Route Bus Per Day																
2	2025-2026																
3																	
4	ROUTE	MONTH											TOTAL				
5		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY						
6	South/In Town	40.10	42.19	42.05	40.06	40.20	29.16	18.22	26.67	25.00	23.33	326.98					
7	Northeast	31.56	37.24	36.60	38.41	35	31.79	34.00	37.19	29.45	23.13	334.37					
8	North/Northwest/In Town	59.56	53.76	56.25	49.53	53.07	58.32	60.33	52.52	48.85	55.67	547.86					
9	TOTAL AVERAGE	131.22	133.19	134.90	128.00	128.27	119.27	112.55	116.38	103.30	102.13	1209.21					
10	SpEd	13.48		12.45	13.76	2.73	9.89	11.28	9.71	10.50	10.13	93.93					
11				Added Frenchy Park to Northeast Rt													
12																	
13																	
14																	
15																	
16	Total Mileage of Bus Routes																
17	2025-2026																
18																	
19	ROUTE	MONTH											TOTAL				
20		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY						
21	South/In Town	730	1627	1519	1328	1126	1559	983	1599	1426	1162	13059					
22	Northeast	284	1199	1186	1052	934	1149	1152	1316	1265	807	10344					
23	North/Northwest/In Town	589	1385	1221	1112	882	1263	1274	1459	986	903	11074					
24	TOTAL MILES	1603	4211	3926	3492	2942	3971	3409	4374	3677	2872	34477					
25	SpEd	1341		1687	1567	469	1077	918	1158	1120	815	10152	*Transport to Lex			bus 307	
26	TOTAL MILES (with SpEd)	2944	4211	5613	5059	3411	5048	4327	5532	4797	3687	44629					

- 6.6. **Salary Advancement Applications**
- 7. **GENERAL, BUILDING, BOND, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS**
 - 7.1. **Financial Report by Account**
 - 7.2. **Financial Claims**

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 917		Check Type: Automatic Payment		Check Date: 06/15/2026	Vendor: BLACHILL	BLACK HILLS ENERGY	Check Total:	5,254.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>		
MAY2026	05/27/2026		Interim Rate Refund	01 2610 621 000		(321.66)		
MAY2026	05/27/2026		SG285404: Gas services - Trans House	01 2610 621 001		59.67		
MAY2026	05/27/2026		BHE350720: Gas services - FB Stadium	01 2610 621 001		94.28		
MAY2026	05/27/2026		BHE363178: Gas services - HS	01 2610 621 001		2,193.41		
MAY2026	05/27/2026		BHE363178: Gas services - MS	01 2610 621 002		2,193.40		
MAY2026	05/27/2026		BHE363102: Gas services - EL	01 2610 621 004		931.55		
MAY2026	05/27/2026		SG584718: Gas services - CEEC	01 2610 621 005		103.51		

Check Number: 918		Check Type: Automatic Payment		Check Date: 06/15/2026	Vendor: PUMPPANTRY	PUMP & PANTRY	Check Total:	5,702.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>		
112946025	05/31/2026		Driver's Education - Fuel	01 1300 610 001		0.00		
112946025	05/31/2026		#204 - Fuel	01 2650 626 000		0.00		
112946025	05/31/2026		#205 - Fuel	01 2650 626 000		0.00		
112946025	05/31/2026		#206 - Fuel	01 2650 626 000		0.00		
112946025	05/31/2026		#102 - Fuel	01 2650 626 000		38.87		
112946025	05/31/2026		#201 - Fuel	01 2650 626 000		0.00		
112946025	05/31/2026		#202 - Fuel	01 2650 626 000		93.42		
112946025	05/31/2026		New cards shipping	01 2710 610 000		0.00		
112946025	05/31/2026		#302 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		Card replacement fee	01 2710 626 000		0.00		
112946025	05/31/2026		#303 - Fuel	01 2710 626 000		980.61		
112946025	05/31/2026		#117 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#119 - Fuel	01 2710 626 000		56.56		
112946025	05/31/2026		#310 - Fuel	01 2710 626 000		844.07		
112946025	05/31/2026		#120 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#121 - Fuel	01 2710 626 000		61.73		
112946025	05/31/2026		#300 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#118 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#122 - Fuel	01 2710 626 000		126.09		
112946025	05/31/2026		#123 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#311 - Fuel	01 2710 626 000		628.56		
112946025	05/31/2026		Rebates and reversals	01 2710 626 000		0.00		
112946025	05/31/2026		#114 - Fuel	01 2710 626 000		100.04		
112946025	05/31/2026		#306 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#93A - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#312 - Fuel	01 2710 626 000		544.04		
112946025	05/31/2026		#314 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#116 - Fuel	01 2710 626 000		0.00		
112946025	05/31/2026		#304 - Fuel	01 2710 626 000		84.49		
112946025	05/31/2026		#305 - Fuel	01 2710 626 000		0.00		

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
112946025	05/31/2026	#308 - Fuel	01 2710 626 000	0.00	
112946025	05/31/2026	#309B - Fuel	01 2710 626 000	968.94	
112946025	05/31/2026	Monthly card charge	01 2710 626 000	124.00	
112946025	05/31/2026	#124 - Fuel	01 2710 626 000	222.15	
112946025	05/31/2026	#125 - Fuel	01 2710 626 000	237.77	
112946025	05/31/2026	#126 - Fuel	01 2710 626 000	205.85	
112946025	05/31/2026	#307 - Fuel	01 2712 626 000	385.45	
Check Number: 919	Check Type: Automatic Payment		Check Date: 06/15/2026	Vendor: VERIZON	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Check Total:</u>
6143252145	05/10/2026		Cell Service Apr11-May10	01 2510 382 000	80.02
Check Number: 31757	Check Type: Check		Check Date: 06/15/2026	Vendor: 222HARD	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Check Total:</u>
2605-016686	05/04/2026		Wood shop Caulk	01 1100 610 001 0001	5.49
2605-016686	05/04/2026		Foam Ear Plug	01 1100 610 001 0001	16.99
2605-018287	05/15/2026		Rubb Swiv Plat Caster	01 1100 610 001 0004	43.96
2605-018287	05/15/2026		Fastners	01 1100 610 001 0004	24.43
2605-018287	05/15/2026		Fastners	01 1100 610 001 0004	20.28
2605-018904	05/19/2026		ME50' 16/3 ORG EXT Cord	01 2610 610 004	25.99
2605-018947	05/19/2026		4WY Stem Key	01 2610 610 004	15.99
2605-018976	05/19/2026		Velcro straps for Gym Storage	01 2610 610 004	20.98
2605-019067	05/20/2026		15A ORG Thermop HD Plug	01 2610 610 004	4.99
2605-019067	05/20/2026		15A YEL HD Vinyl Plug	01 2610 610 004	6.49
2605-019067	05/20/2026		15A 125V ORG Connector	01 2610 610 004	7.99
2605-019548	05/23/2026		Hinges for Woodshop	01 1100 610 001 0001	28.99
2605-019548	05/23/2026		White Silk Seal	01 1100 610 001 0001	21.98
2605-019581	05/23/2026		Fastners	01 1100 610 001 0001	0.89
2605-019917	05/26/2026		4pk 1-1/2 Sliding Disc	01 2610 610 004	23.98
2605-019917	05/26/2026		4pk 2" RND Sliding Disc	01 2610 610 004	21.98
2605-020082	05/27/2026		10X20 1 Mil Drop Cloth	01 2610 610 004	16.47
2605-020082	05/27/2026		1x30 Flex Magnet Tape	01 2610 610 004	10.99
2605-020082	05/27/2026		56QT Stor Box	01 2610 610 004	35.98
2605-020082	05/27/2026		64QT CLR Latch Box	01 2610 610 004	17.99
2605-020314	05/28/2026		Spackling	01 2610 610 004	10.99
2605-020314	05/28/2026		Sanding Sponge	01 2610 610 004	4.99
2605-020401	05/29/2026		Putty knives and Ready Mix for Maint	01 2610 610 004	15.57
2605-020404	05/29/2026		EC PT Set Pastel Base	01 2610 610 004	6.99
2605-020496	05/29/2026		4 pk 1-1/2 Sliding Disc	01 2610 610 004	71.94
2606-021232	06/03/2026		Repair of drywall brush and paint	01 2610 610 004	21.02
2606-021368	06/04/2026		Veg Killer	01 2630 610 001	62.99
2606-021368	06/04/2026		Seed Mulch	01 2630 610 001	36.99

Checking Account: 1		GENERAL CHECKING			
2606-021368	06/04/2026	Veg Killer		01 2630 610 004	62.99
Check Number: 31758	Check Type: Check	Check Date: 06/15/2026	Vendor: AMAZON	AMAZON.COM	Check Total: 3,361.19
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1113-6644965-1899433	05/28/2026	CCS33991	4 vests	01 1100 610 004	22.51
112-0234371-3576209	05/01/2026	CCS33895	Cucue 2 Pack Liquid Motion Bubbler	01 1200 610 002	11.66
112-0234371-3576209	05/01/2026	CCS33895	Time Timer Original 12" Visual Countdown	01 1200 610 002	31.95
112-0234371-3576209	05/01/2026	CCS33895	Fidget Balls	01 1200 610 002	12.99
112-0234371-3576209	05/01/2026	CCS33895	Pop The Pig game	01 1200 610 002	18.99
112-0234371-3576209	05/01/2026	CCS33895	Ajax Ultra Liquid Dish Soap Orange Scent	01 1200 610 002	3.97
112-0234371-3576209	05/01/2026	CCS33895	Scotch-Brite Heavy Duty, 6 Kitchen Spong	01 1200 610 002	5.19
112-0234371-3576209	05/01/2026	CCS33895	Homaxy 12 Pack Kitchen Dish Cloths (10 x	01 1200 610 002	11.75
112-0234371-3576209	05/01/2026	CCS33895	Puomue Microfiber Kitchen Towels and Dis	01 1200 610 002	16.99
112-0414839-2629804	05/27/2026	CCS33979	Blackmagic Design ATEM Mini Pro 4-Channe	01 3551 610 001	329.00
112-2826002-6384261	05/26/2026	CCS33987	chair	01 1100 610 002	159.88
112-4926963-2001822	05/22/2026	CCS33953	S & H	01 2620 610 001	6.99
112-4926963-2001822	05/22/2026	CCS33953	Dampp Chaser Piano Humidifier Pad Treatm	01 2620 610 001	34.24
112-9180093-5090669	05/04/2026	CCS33816	USB C to HDMI adapters	01 2220 650 002	19.98
112-9180093-5090669	05/04/2026	CCS33816	100 ft HDMI cable	01 2220 650 002	42.29
112-9180093-5090669	05/04/2026	CCS33816	75 ft HDMI cable	01 2220 650 002	95.18
112-9180093-5090669	05/04/2026	CCS33816	50 ft HDMI cable	01 2220 650 002	43.98
112-9180093-5090669	05/04/2026	CCS33816	20 ft HDMI cable	01 2220 650 002	26.98
112-9180093-5090669	05/04/2026	CCS33816	10ft HDMI cable	01 2220 650 002	17.98
113-0285238	05/04/2026	CCS33937	folders	01 1190 610 005	26.59
113-0285238	05/04/2026	CCS33937	s&h	01 1190 610 005	1.87
113-0285238-0372218	05/04/2026	CCS33915	bins	01 2220 610 004	24.13
113-0285238-0372218	05/04/2026	CCS33915	S&h	01 2220 610 004	5.12
113-1286157-3820228	05/23/2026	CCS33966	discount	01 1190 610 005	(1.80)
113-1286157-3820228	05/23/2026	CCS33966	sensory toys	01 1190 610 005	23.99
113-1286157-3820228	05/23/2026	CCS33966	sensory toys	01 1190 610 005	24.99
113-1286157-3820228	05/23/2026	CCS33966	sorting shapes	01 1190 610 005	16.99
113-1286157-3820228	05/23/2026	CCS33966	sorting shapes	01 1190 610 005	13.49
113-1286157-3820228	05/23/2026	CCS33966	building blocks	01 1190 610 005	43.99
113-1286157-3820228	05/23/2026	CCS33966	light table toys	01 1190 610 005	197.99
113-1286157-3820228	05/23/2026	CCS33966	light table toys	01 1190 610 005	11.99
113-1286157-3820228	05/23/2026	CCS33966	light table toys	01 1190 610 005	19.79
113-1286157-3820228	05/23/2026	CCS33966	magnetic toys	01 1190 610 005	33.99
113-2682718-9863422	04/24/2026	CCS33924	Colored masking tape, 6 pack	01 1100 610 004	13.29
113-2682718-9863422	04/24/2026	CCS33924	Amazon Basics Dry Erase whiteboard erase	01 1100 610 004	7.08
113-2682718-9863422	04/24/2026	CCS33924	Binder dividers for 3 ring binders; pack	01 1100 610 004	16.69
113-2682718-9863422	04/24/2026	CCS33924	AFMAT electric pencil sharpener	01 1100 610 004	34.99
113-2682718-9863422	04/24/2026	CCS33924	Sharpie S Gel pens; bold ink colors, 8 c	01 1100 610 004	20.98

Checking Account: 1		GENERAL CHECKING			
113-2682718-9863422	04/24/2026	CCS33924	24 pads, 3 x 3 sticky notes	01 1100 610 004	14.23
113-2682718-9863422	04/24/2026	CCS33924	Scotch heavy duty shipping tape	01 1100 610 004	3.00
113-2682718-9863422	04/24/2026	CCS33924	TCR Superhero flat name plates	01 1100 610 004	6.99
113-2682718-9863422	04/24/2026	CCS33924	Superhero posters; pack of 2	01 1100 610 004	13.25
113-2682718-9863422	04/24/2026	CCS33924	Superhero classroom bulletin board set	01 1100 610 004	15.99
113-2909154-8705855	05/21/2026	CCS33967	24 Pack of Dry Erasers for white boards	01 1100 610 004 0003	7.89
113-2909154-8705855	05/21/2026	CCS33967	Luggage Tags for Recorders	01 1100 610 004 0003	47.12
113-2909154-8705855	05/21/2026	CCS33967	discount	01 1100 610 004 0003	(2.36)
113-3171250-3333053	05/06/2026	CCS33942	discount	01 1200 610 004	(2.52)
113-3171250-3333053	05/06/2026	CCS33942	bubble pop hundreds chart	01 1200 610 004	30.32
113-3171250-3333053	05/06/2026	CCS33942	Whiteboard tape	01 1200 610 004	5.99
113-3171250-3333053	05/06/2026	CCS33942	LCD Writing tablet - blue	01 1200 610 004	45.54
113-3171250-3333053	05/06/2026	CCS33942	velcro dots	01 1200 610 004	50.36
113-3594196-2147441	05/26/2026	CCS33976	Superhero hanging swirl decor	01 1100 610 004	9.99
113-3594196-2147441	05/26/2026	CCS33976	Classroom Privacy Dividers	01 1100 610 004	26.99
113-3594196-2147441	05/26/2026	CCS33976	Carpet Spot Marker	01 1100 610 004	7.99
113-3594196-2147441	05/26/2026	CCS33976	Superhero Bulletin Board	01 1100 610 004	7.99
113-3594196-2147441	05/26/2026	CCS33976	Superhero Erasers	01 1100 610 004	13.07
113-3594196-2147441	05/26/2026	CCS33976	Superhero Pencils	01 1100 610 004	9.89
113-3594196-2147441	05/26/2026	CCS33976	Superhero Desk Nametags	01 1100 610 004	31.67
113-3594196-2147441	05/26/2026	CCS33976	Smelly Stickers	01 1100 610 004	22.08
113-3594196-2147441	05/26/2026	CCS33976	Tongue Depressors	01 1100 610 004	19.88
113-3792240-2835431	05/22/2026	CCS33956	Sugar free bubblegum	01 1100 610 004	18.49
113-3792240-2835431	05/22/2026	CCS33956	Superhero locker tags	01 1100 610 004	5.59
113-3792240-2835431	05/22/2026	CCS33956	coupon	01 1100 610 004	(2.00)
113-3792240-2835431	05/22/2026	CCS33956	Superhero Capes	01 1100 610 004	33.24
113-3792240-2835431	05/22/2026	CCS33956	Painters Tape	01 1100 610 004	5.99
113-3792240-2835431	05/22/2026	CCS33956	Pencil desk top holders	01 1100 610 004	13.98
113-3792240-2835431	05/22/2026	CCS33956	Classroom writing paper	01 1100 610 004	20.34
113-4166575	04/21/2026	CCS33919	Lysol Spray	01 2130 610 000	72.73
113-5808932-9797839	04/29/2026	CCS33937	art drying rack	01 1190 610 005	36.96
113-5808932-9797839	04/29/2026	CCS33937	dot stickers	01 1190 610 005	8.99
113-5808932-9797839	04/29/2026	CCS33937	sit spots	01 1190 610 005	19.99
113-5808932-9797839	04/29/2026	CCS33937	crayons boxes	01 1190 610 005	23.99
113-5808932-9797839	04/29/2026	CCS33937	lamination sheets	01 1190 610 005	12.99
113-5808932-9797839	04/29/2026	CCS33937	folders	01 1190 610 005	26.59
113-6644965-1899433	05/28/2026	CCS33989	Shrink plastic sheets	01 1100 610 004	7.99
113-6644965-1899433	05/28/2026	CCS33989	Read with me pocket folders	01 1100 610 004	14.61
113-6644965-1899433	05/28/2026	CCS33989	Nametags for Desk	01 1100 610 004	7.05
113-6644965-1899433	05/28/2026	CCS33989	30 PCS Oversized Reusable Dry Erase Pock	01 1100 610 004	18.29
113-6644965-1899433	05/28/2026	CCS33989	Grtard 12 Pack Magnetic Clips	01 1100 610 004	7.59

Checking Account:	1	GENERAL CHECKING			
113-6644965-1899433	05/28/2026	CCS33989	24 pcs Large Mesh Zipper Pouch	01 1100 610 004	15.49
113-6644965-1899433	05/28/2026	CCS33989	Sensory Fidget Toys for Kids Adults	01 1100 610 004	9.99
113-6644965-1899433	05/28/2026	CCS33989	Classroom Timers for Kids	01 1100 610 004	8.99
113-6644965-1899433	05/28/2026	CCS33989	Even Superheroes Have Bad Days Book	01 1100 610 004	10.50
113-6644965-1899433	05/28/2026	CCS33989	USB C Headphones	01 1100 610 004	19.98
113-6644965-1899433	05/28/2026	CCS33989	Magnetic Letters 251 Pcs	01 1100 610 004	23.74
113-6804340-3583424	05/26/2026	CCS33975	52 essential social situations- build ch	01 1200 610 004	24.74
113-6804340-3583424	05/26/2026	CCS33975	52 essential social skills - help kids s	01 1200 610 004	24.74
113-6804340-3583424	05/26/2026	CCS33975	shuttle dry erase skinny markers	01 1200 610 004	29.98
113-6804340-3583424	05/26/2026	CCS33975	6 x 9 Small Clipboard Set of 6, A5 Plast	01 1200 610 004	12.34
113-6804340-3583424	05/26/2026	CCS33975	Super Theme Hero Classroom Decor Super T	01 1200 610 004	7.99
113-6804340-3583424	05/26/2026	CCS33975	1000 piece velcro dots	01 1200 610 004	6.64
113-6804340-3583424	05/26/2026	CCS33975	punch cards	01 1200 610 004	6.99
113-6804340-3583424	05/26/2026	CCS33975	Teal timer	01 1200 610 004	16.61
113-6804340-3583424	05/26/2026	CCS33975	green timer	01 1200 610 004	11.60
113-6804340-3583424	05/26/2026	CCS33975	erasers	01 1200 610 004	5.99
113-7856613-2532225	05/04/2026	CCS33939	4 Rolls Premium Painters Tape, Blue Tape	01 1190 610 005	5.99
113-7856613-2532225	05/04/2026	CCS33939	discount	01 1190 610 005	(0.95)
113-7856613-2532225	05/04/2026	CCS33939	DIYMAG Magnetic Hooks, 30lbs+ Magnet Hoo	01 1200 610 004	9.49
113-7856613-2532225	05/04/2026	CCS33939	2026-2027 Planner - 2026-2027 Planner We	01 1200 610 004	9.49
113-7856613-2532225	05/04/2026	CCS33939	Planner 2026-2027, Academic Year Monthly	01 1200 610 004	6.99
113-7856613-2532225	05/04/2026	CCS33939	PandaEar Toilet Potty Training Seat with	01 1200 610 004	23.73
113-7993951	04/23/2026	CCS33886	Superhero Hall Decor	01 1100 610 004	13.99
113-7993951	04/23/2026	CCS33886	PowerPens Reading Comp	01 1100 610 004	17.99
113-7993951	04/23/2026	CCS33886	Additional PowerPens pens	01 1100 610 004	29.98
113-7993951	04/23/2026	CCS33886	I Have Who Has ELA	01 1100 610 004	14.60
113-7993951	04/23/2026	CCS33886	I Have Who Has Math	01 1100 610 004	20.38
113-7993951	04/23/2026	CCS33886	Painters Tape	01 1100 610 004	11.11
113-7993951	04/23/2026	CCS33886	discount	01 1100 610 004	(0.70)
113-9059323-5493857	04/22/2026	CCS33917	plastic take home folders	01 1190 610 005	23.39
113-9059323-5493857	04/22/2026	CCS33917	laminating pouches	01 1190 610 005	33.29
113-9059323-5493857	04/22/2026	CCS33917	crayon boxes plastic	01 1190 610 005	19.94
113-9059323-5493857	04/22/2026	CCS33917	velcro carpet tape	01 1190 610 005	17.99
113-9059323-5493857	04/22/2026	CCS33917	no touch. mop	01 1190 610 005	18.04
113-9059323-5493857	04/22/2026	CCS33917	A Bug and a Wish	01 1190 610 005	9.98
113-9059323-5493857	04/22/2026	CCS33917	detangling spray	01 1190 610 005	4.99
113-9535848-4349062	05/12/2026	CCS33952	18 Pcs Math Fidget Spinners	01 1100 610 004	31.96
113-9535848-4349062	05/12/2026	CCS33952	I Have... Who Has...? Language Arts	01 1100 610 004	18.75
113-9535848-4349062	05/12/2026	CCS33952	I Have... Who Has...? Math	01 1100 610 004	20.79
113-9535848-4349062	05/12/2026	CCS33952	Mathological Liar Game	01 1100 610 004	15.74
113-9535848-4349062	05/12/2026	CCS33952	Atom Element Model Kit	01 1100 610 004	23.99

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
113-9535848-4349062	05/12/2026	CCS33952	Water Electrolysis Apparatus	01 1100 610 004	13.10	
113-9535848-4349062	05/12/2026	CCS33952	The World Game - Geography Card Game	01 1100 610 004	24.40	
113-9598545-8983463	05/12/2026	CCS33949	magnet blocks	01 1100 610 004	25.26	
113-9598545-8983463	05/12/2026	CCS33949	superhero capes	01 1100 610 004	85.00	
113-9598545-8983463	05/12/2026	CCS33949	composition notebooks	01 1100 610 004	44.90	
113-9598545-8983463	05/12/2026	CCS33949	playing cards	01 1100 610 004	18.79	
113-99111133	05/26/2026	CCS33888	Scotch Tape 20 Rolls	01 1100 610 004	184.00	
113-99111133-1313047	05/26/2026	CCS33972	BONTEC Dual Monitor Stand Riser with Sma	01 1200 610 000 0020	24.69	
114-3586397-0236218	04/29/2026	CCS33934	Fahrenheit 451 by Ray Bradbury - Paperba	01 1100 640 001	72.40	
114-3586397-0236218	04/29/2026	CCS33934	Percy Jackson The Lightning Thief - Hard	01 1100 640 001	44.00	
Check Number: 31759		Check Type: Check	Check Date: 06/15/2026	Vendor: AMPLIFY	AMPLIFY	Check Total: 33,863.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV-463045	06/01/2026	CCS33977	State Bundle mClass w/DIBELS - multiyear	01 2219 643 000	21,210.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit-Grade 6	01 2219 643 002	47.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit-Grade 7	01 2219 643 002	47.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit-Grade 8	01 2219 643 002	47.00	
INV-463045	06/01/2026	CCS33977	mClass Math Student Digital License (5 y	01 2219 643 004	4,020.00	
INV-463045	06/01/2026	CCS33977	mClass Math Student Digital License (5 y	01 2219 643 004	4,154.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit- Kindergarten	01 2219 643 004	47.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit- Grade 1	01 2219 643 004	47.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit- Grade 2	01 2219 643 004	47.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit-Grade 3	01 2219 643 004	47.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit-Grade 4	01 2219 643 004	47.00	
INV-463045	06/01/2026	CCS33977	mClass Math Student Digital License (5 y	01 2219 643 004	3,886.00	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Professional Developement	01 2219 643 004	2,850.00	
INV-463045	06/01/2026	CCS33977	mClass Math Professional Development	01 2219 643 004	2,850.00	
INV-463045	06/01/2026	CCS33977	Shipping/Handling	01 2219 643 004	50.76	
INV-463045	06/01/2026	CCS33977	Discount	01 2219 643 004	(5,580.00)	
INV-463045	06/01/2026	CCS33977	mClass DIBELS Kit-Grade 5	01 2219 643 004	47.00	
Check Number: 31760		Check Type: Check	Check Date: 06/15/2026	Vendor: ASCHJOSH	Joshua Asche	Check Total: 63.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CELLMAY2026	06/01/2026		Cellular Services-Apr21-May20	01 2490 291 001	63.10	
Check Number: 31761		Check Type: Check	Check Date: 06/15/2026	Vendor: BHPHOTO	B&H PHOTO-VIDEO	Check Total: 2,199.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
244667847	05/18/2026	CCS33957	Canon EF 24-70mm f/2.8L II USM Lens	01 3551 610 001	2,199.00	
Check Number: 31762		Check Type: Check	Check Date: 06/15/2026	Vendor: ONTOCOLL	Baylor Enterprises Inc.	Check Total: 4,500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6891	06/05/2026		OnToCollege ACT Prep+CCR+MS renewal	01 1100 643 001	4,500.00	

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
Check Number: 31763	Check Type: Check	Check Date: 06/15/2026	Vendor: BEANDAWN	Dawn Beans	Check Total: 250.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
101	05/12/2026	CCS33960	Tables for College/Career Fair	01 3400 890 001	250.00
Check Number: 31764	Check Type: Check	Check Date: 06/15/2026	Vendor: BSNSPOR	BSN Sports, LLC	Check Total: 81.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
312766674	05/29/2026	CCS33861	Floor Masking Tape- 1x60yds- vinyl- whit	01 1100 610 001	81.84
Check Number: 31765	Check Type: Check	Check Date: 06/15/2026	Vendor: BYTESPEE	BYTESPEED, LLC	Check Total: 989.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV0185901	06/03/2026	CCS33978	Lenovo ThinkBook 16 G9 IRL 21US0005US 16	01 1291 650 005	989.00
Check Number: 31766	Check Type: Check	Check Date: 06/15/2026	Vendor: CAPISANI	Capital Sanitary Supply Co, Inc.	Check Total: 6,094.85
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0101989	05/18/2026	CCS33945	Custodial Supplies for the District	01 2610 610 000	3,254.49
O101989A	05/29/2026	CCS33945	Custodial Supplies for the District	01 2610 610 000	2,541.72
O102169	05/29/2026		60 Gal Clear Trash Bags	01 2610 610 000	298.64
Check Number: 31767	Check Type: Check	Check Date: 06/15/2026	Vendor: CARDMEMB	CARDMEMBER SERVICES	Check Total: 3,301.12
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0-002175321	05/22/2026		CPR Training-J Davis	01 2130 330 000	42.00
006	05/01/2026		Meal for Senator Ibach Meeting	01 2320 610 000	101.35
017	05/06/2026	CCS33910	Donuts for Teacher appreciation	01 2410 610 002	78.00
02905	05/11/2026	CCS33958	Baking and Pastry Unit/ Final projects f	01 1100 610 001 0006	287.34
04272026	04/27/2026		Supplies T Jenner	01 1100 610 004	44.50
05882	05/01/2026	CCS33954	Supplies for Activities Class	01 1100 610 002 0007	41.10
06052026	06/08/2026		Public Records-Endorf	01 2320 610 000	20.00
06052026	06/08/2026		Public Records-Endorf	01 2320 610 000	7.00
06052026	06/08/2026		Public Records-Endorf	01 2320 610 000	1.00
165001	05/08/2026	CCS33944	cups	01 1100 610 004	21.00
170323	05/21/2026		Supplies EDY Appreciation	01 2320 890 000	68.50
192	04/22/2026		Meal for NASBO Conf	01 2320 610 000	42.66
200014664482373	05/14/2026	CCS33823	bean bag chairs	01 1190 610 005	131.92
202026062841	05/06/2026		DMV License Record	01 2320 610 000	15.00
204217591	04/23/2026		Meal Reim for NASBO Conf	01 2320 610 000	18.00
223035	06/04/2026		Name Plate Inserts	01 2320 610 000	118.20
228268	05/05/2026	CCS33909	Food for Teacher appreciation	01 2410 610 002	234.70
5467987391	05/18/2026	CCS33971	school nurse conference 6/8-6/9 in kearn	01 2130 330 000	135.00
57	04/29/2026	CCS33943	Sandwiches for Senior Skip Day	01 3400 890 001	175.00
6800	05/08/2026	CCS33911	Pizza for Teacher appreciation	01 2410 610 002	218.29
6845	05/07/2026	CCS33739	Cookie Boxes for	01 1100 610 001 0006	650.56
C226752	05/13/2026		Na Council for AG Ed	01 1100 330 001 0009	850.00

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
Check Number: 31768	Check Type: Check	Check Date: 06/15/2026	Vendor: COZAHOTL	CCS HOT LUNCH	Check Total:	400.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
NE00066904	09/30/2025		Reimbursement to correct accounts	01 2570 610 000	400.50	
Check Number: 31769	Check Type: Check	Check Date: 06/15/2026	Vendor: CDWGOVER	CDW Amplified	Check Total:	560.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
PXCP910	06/08/2026	CCS33999	CHROME-GOPHER-PREMIUM - XS – School or D	01 2580 650 000	560.00	
Check Number: 31770	Check Type: Check	Check Date: 06/15/2026	Vendor: CENTINTSEC	Center for Internet Security, Inc.	Check Total:	1,495.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV-260428-0080179	04/28/2026	CCS33936	CIS-MSISAC-Membership annual	01 2580 810 000	1,495.00	
Check Number: 31771	Check Type: Check	Check Date: 06/15/2026	Vendor: CEVMULTIME	CEV Multimedia, Ltd. and ICEV	Check Total:	4,213.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV-19946	06/01/2026	CCS33981	student/teacher license package for iCEV	01 1100 641 001 0019	4,213.50	
Check Number: 31772	Check Type: Check	Check Date: 06/15/2026	Vendor: COACMAST	COACH MASTER'S, INC.	Check Total:	2,216.47
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV-5765	05/27/2026		#306 Oil change chasis insp turn sig	01 2730 431 000	2,216.47	
Check Number: 31773	Check Type: Check	Check Date: 06/15/2026	Vendor: COZAACTI	COZAD ACTIVITY ACCOUNT	Check Total:	714.91
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20346414	03/17/2026		of Hotel for Speech	01 2320 580 000	714.91	
Check Number: 31774	Check Type: Check	Check Date: 06/15/2026	Vendor: COZAAUTO	COZAD AUTO SUPPLY	Check Total:	182.73
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
896909	05/12/2026		#312 Boxed Miniatures	01 2710 610 000	2.24	
897412	05/21/2026		Oil Filter #126	01 2710 610 000	18.18	
897660	05/27/2026		Napa Oil Filter	01 2710 610 000	9.09	
897660	05/27/2026		OW20 Sny Bay Box	01 2710 610 000	112.68	
897796	05/29/2026		Hex Screw for Mower	01 2630 610 000	1.08	
897997	06/03/2026		Mower Belt	01 2630 610 000	17.81	
897997	06/03/2026		Oil	01 2630 610 000	21.65	
Check Number: 31775	Check Type: Check	Check Date: 06/15/2026	Vendor: CCSACTIVIT	Cozad Community Schools	Check Total:	315.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
190447	04/01/2026	CCS33974	Early access NLC Registration	01 1100 330 001 0006	315.00	
Check Number: 31776	Check Type: Check	Check Date: 06/15/2026	Vendor: CULLIGAN	CULLIGAN	Check Total:	383.65
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY2026	05/18/2026	CCS33819	pallet of salt	01 2610 610 000	288.30	
MAY20262	05/31/2026		Bottle Free Cooler	01 2610 610 000	95.35	
Check Number: 31777	Check Type: Check	Check Date: 06/15/2026	Vendor: DAWSCOCL	DAWSON COUNTY CLERK	Check Total:	100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
JUNE26	06/05/2026	Primary Election services				100.00
Check Number: 31778	Check Type: Check	Check Date: 06/15/2026	Vendor: DOWDJUST	Justin Dowdy	Check Total:	50.51
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
02639	05/03/2026	CCS33986	misc. items	01 1100 610 004	50.51	
Check Number: 31779	Check Type: Check	Check Date: 06/15/2026	Vendor: EMBALINC	EMBASSY SUITES-LINCOLN	Check Total:	209.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1777317379	04/27/2026		Lodging for conference	01 2320 580 000	209.00	
Check Number: 31780	Check Type: Check	Check Date: 06/15/2026	Vendor: ENDODANI	Daniel Endorf	Check Total:	63.19
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CELLAPR2026	05/12/2026		Cellular Services APR13--MAY12	01 2490 291 001	63.19	
Check Number: 31781	Check Type: Check	Check Date: 06/15/2026	Vendor: EUSTBODY	EUSTIS BODY SHOP	Check Total:	6,191.27
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
RO101006	11/05/2025		Body Work Done to the 2024 Suburban	01 2730 431 000	6,191.27	
Check Number: 31782	Check Type: Check	Check Date: 06/15/2026	Vendor: FOLLLIBR	FOLLETT LIBRARY RESOURCES	Check Total:	1,864.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
749405	05/04/2026	CCS33901	books	01 2220 640 004	1,441.80	
749405A	05/18/2026	CCS33901	books	01 2220 640 004	347.22	
749405F	05/21/2026	CCS33901	books	01 2220 640 004	75.66	
Check Number: 31783	Check Type: Check	Check Date: 06/15/2026	Vendor: COZALOCA	For the Record, LLC dba Cozad LOCAL	Check Total:	11.86
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1303	05/14/2026		Board Meeting Notice 05/18/26	01 2310 540 000	11.86	
Check Number: 31784	Check Type: Check	Check Date: 06/15/2026	Vendor: GUMDBOOK	GUMDROP BOOKS	Check Total:	1,131.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
ORD149322	05/13/2026	CCS33900	books	01 2220 640 004	1,009.30	
PIN151499	05/18/2026	CCS33900	books	01 2220 640 004	121.95	
Check Number: 31785	Check Type: Check	Check Date: 06/15/2026	Vendor: HASTCOLL	HASTINGS COLLEGE	Check Total:	732.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
H00204	03/17/2026		Hastings Col Dining Soph College Visit	01 3400 890 001	732.00	
Check Number: 31786	Check Type: Check	Check Date: 06/15/2026	Vendor: HOMELEAS	HOMETOWN LEASING	Check Total:	1,842.71
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
00017	06/01/2026		Acct#12800875- Leasing of Printer Equip	01 2510 443 000	1,842.71	
Check Number: 31787	Check Type: Check	Check Date: 06/15/2026	Vendor: JACOLEE	Lee Jacobsen	Check Total:	1,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JUNE2026	06/08/2026		Safety Assessment-Rule 10	01 2670 340 000	1,000.00	
Check Number: 31788	Check Type: Check	Check Date: 06/15/2026	Vendor: JOHNSPOT	Johnny on the Spot	Check Total:	4,329.85

Detail Check Register

Checking Account: 1

GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
72616	05/04/2026		Vacuum Breaker Repair	01 2620 431 002	27.85
72616	05/04/2026		1 1/4 SPUD for Toilet	01 2620 431 002	36.15
72616	05/04/2026		Stool Auger	01 2620 431 002	45.00
72616	05/04/2026		Labor	01 2620 431 002	150.00
72915	05/18/2026		Metal Shop	01 2620 431 001	1,936.01
72917	05/18/2026		1/14 PP Ball Valve	01 2620 431 004	112.50
72917	05/18/2026		1 1/4 Copper/ft	01 2620 431 004	10.70
72917	05/18/2026		1 1/4 PP Coupler	01 2620 431 004	17.69
72917	05/18/2026		Labor	01 2620 431 004	150.00
72918	05/18/2026		Vacuum Breaker Tube Teachers Bathroom	01 2620 431 004	182.15
72919	05/18/2026		1 1/2 Longsweep 90	01 2620 431 001	9.00
72919	05/18/2026		1 1/2 no hub coupler	01 2620 431 001	4.15
72919	05/18/2026		1 1/2 PVC/ft	01 2620 431 001	8.40
72919	05/18/2026		silcone	01 2620 431 001	7.75
72919	05/18/2026		Labor	01 2620 431 001	100.00
72946	06/26/2026		New Sink in Metals Shop	01 2620 431 001	1,532.50
Check Number: 31789	Check Type: Check	Check Date: 06/15/2026	Vendor: KCAV	Kansas City Audio-Visual	Check Total: 2,869.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
62525	05/27/2026	CCS33969	IPEVO CAST – Wireless Screen Sharing	01 2580 610 000	1,599.80
62525	05/27/2026	CCS33969	Shipping & Handling	01 2580 610 000	25.00
62775	06/08/2026	CCS33920	EPSON Replacement Lamp for PowerLite U50	01 2580 610 000	608.00
62775	06/08/2026	CCS33920	EPSON Replacement Lamp For PowerLite 92	01 2580 610 000	357.00
62775	06/08/2026	CCS33920	EPSON Replacement Lamp for PowerLite 97/	01 2580 610 000	160.00
62775	06/08/2026	CCS33920	EPSON Replacement Lamp for PowerLite U50	01 2580 610 000	0.00
62775	06/08/2026	CCS33920	Shipping & Handling of all above items	01 2580 610 000	120.00
Check Number: 31790	Check Type: Check	Check Date: 06/15/2026	Vendor: MATHESON	MATHESON TRI-GAS, INC.	Check Total: 650.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0033332526	05/21/2026		Acetylene Ind Sz Small	01 1100 610 001 0009	157.50
0033332526	05/21/2026		C-25 High Grade AWS	01 1100 610 001 0009	220.50
0033332526	05/21/2026		Oxygen Ind Sz 200	01 1100 610 001 0009	157.50
0033332526	05/21/2026		Hazardous Materials Charge	01 1100 610 001 0009	20.99
0033332526	05/21/2026		Argon Ind Siz 150	01 1100 610 001 0009	31.50
0033332526	05/21/2026		Acetylene Ind Sz Large	01 1100 610 001 0009	0.00
0033332526	05/21/2026		High pressure large	01 1100 610 001 0009	63.00
Check Number: 31791	Check Type: Check	Check Date: 06/15/2026	Vendor: MEADLUMB	MEAD LUMBER CO	Check Total: 1,314.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13558795	06/03/2026	CCS33983	supplies for the sheds	01 2630 610 000	1,314.63
Check Number: 31792	Check Type: Check	Check Date: 06/15/2026	Vendor: MIDPLAIN	MID PLAINS COMMUNITY COLLEGE	Check Total: 555.72

Checking Account: 1		GENERAL CHECKING			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6088400105	04/08/2026	CCS33990	Mid-Plains Lunch for Freshmen	01 3400 890 001	555.72
Check Number: 31793	Check Type: Check	Check Date: 06/15/2026	Vendor: MONTCAND	Canda Montgomery	Check Total: 444.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY2026	06/08/2026		MAY11 through JUN 11 hours 7.75 hrs	01 2320 340 000	444.90
Check Number: 31794	Check Type: Check	Check Date: 06/15/2026	Vendor: JUNILIBR	MT Library Services DBA Junior Library Guild	Check Total: 2,719.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7393471	02/01/2026		Hi-Lo Middle (Grades 5-8)	01 2220 640 002	192.60
7393471	02/01/2026		Upper Elementary/Middle (Grades 5-7)	01 2220 640 002	236.64
7393471	02/01/2026		Graphic Novels Middle Plus (Grades 5-8)	01 2220 640 002	322.28
7393471	02/01/2026		Nonfiction Middle Grades (Grades 5-8)	01 2220 640 002	259.20
7393471	02/01/2026		Biography Middle Plus (Grades 5-8)	01 2220 640 002	302.40
7393641	02/01/2026		Advanced Readers (Grades 6-8)	01 2220 640 001	243.96
7393641	02/01/2026		PG High Plus (Grades 9 & Up)	01 2220 640 001	285.46
7393641	02/01/2026		History High (Grades 9 & Up)	01 2220 640 001	259.20
7393641	02/01/2026		Sports High (Grades 9 & Up)	01 2220 640 001	285.12
7393641	02/01/2026		Nonfiction High Plus (Grades 9 & Up)	01 2220 640 001	332.64
Check Number: 31795	Check Type: Check	Check Date: 06/15/2026	Vendor: NASB	NE ASSOCIATION OF SCHOOL BOARDS	Check Total: 370.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
06102026	06/10/2026		2026 School Leaders & Law Conf-Endorf	01 2320 330 000	185.00
06102026	06/10/2026		2026 School Leaders & Law Conf-J Carlson	01 2320 330 000	185.00
Check Number: 31796	Check Type: Check	Check Date: 06/15/2026	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMINISTRATORS	Check Total: 770.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
042020261	05/15/2026		Active NCSA membership-T Jenner	01 2410 810 004	435.00
16765-737400	05/18/2026	CCS33963	2026 NCE Registration	01 1100 330 001 0006	335.00
Check Number: 31797	Check Type: Check	Check Date: 06/15/2026	Vendor: NESCTAN	Nebraska School Transportation Association	Check Total: 450.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0042	06/03/2026		NSTA Summer conf- Smock, Yilk, Sassali	01 2710 330 000	450.00
Check Number: 31798	Check Type: Check	Check Date: 06/15/2026	Vendor: ONESOUR	ONE SOURCE	Check Total: 127.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022207244	06/01/2026		3730291-A Wright	01 2570 340 000	25.00
2022207244	06/01/2026		3760938-A Wright	01 2570 340 000	5.50
2022207244	06/01/2026		3732588-M Furse	01 2570 340 000	25.00
2022207244	06/01/2026		3761085-M Furse	01 2570 340 000	5.50
2022207244	06/01/2026		3732693-M Rodriguez	01 2570 340 000	25.00
2022207244	06/01/2026		3760930-M Rodriguez	01 2570 340 000	5.50

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
2022207244	06/01/2026	3738929-I Horwart	01 2570 340 000	5.50	
2022207244	06/01/2026	3741860-N Engel	01 2570 340 000	25.00	
2022207244	06/01/2026	3793423	01 2570 340 000	5.50	
Check Number: 31799	Check Type: Check	Check Date: 06/15/2026	Vendor: PERRGUTH	PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.	Check Total: 6,414.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
138	06/15/2026		Legal Services	01 2330 317 000	6,414.00
Check Number: 31800	Check Type: Check	Check Date: 06/15/2026	Vendor: PLANROAD	PLANK ROAD PUBLISHING, INC.	Check Total: 195.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
26-831042	05/21/2026	CCS33968	Reward Belts/Ribbons for Recorders	01 1100 610 004 0003	99.90
26-831042	05/21/2026	CCS33968	Recorder Straps	01 1100 610 004 0003	76.00
26-831042	05/21/2026	CCS33968	Shipping	01 1100 610 004 0003	20.09
Check Number: 31801	Check Type: Check	Check Date: 06/15/2026	Vendor: PLVAGLAS	Platte Valley Glass LLC	Check Total: 200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
53634	05/06/2026		Adj E Exit HS door	01 2620 431 001	200.00
Check Number: 31802	Check Type: Check	Check Date: 06/15/2026	Vendor: PROTCENT	Protex Central, Inc.	Check Total: 365.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
171165	05/08/2026		Labor: Access Control Service	01 2660 610 000	330.00
171165	05/08/2026		Travel/Truck	01 2660 610 000	35.00
Check Number: 31803	Check Type: Check	Check Date: 06/15/2026	Vendor: REYEROXA	Roxanne Reyes	Check Total: 64.09
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
APR2026-MAY2026	05/12/2026		Mileage Reimbursement 04/1/26-05/12/26	01 2650 333 001	64.09
Check Number: 31804	Check Type: Check	Check Date: 06/15/2026	Vendor: RIBBGALO	Ribbons Galore, Inc.	Check Total: 108.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2623177	04/06/2026	CCS33809	track ribbons	01 1100 610 004	99.00
2623177	04/06/2026	CCS33809	shipping	01 1100 610 004	9.95
Check Number: 31805	Check Type: Check	Check Date: 06/15/2026	Vendor: ROCH100	Rochester 100 Inc.	Check Total: 900.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV117168	05/11/2026	CCS33941	Clear Nicky's Bilingual Communicator fol	01 1100 610 004	900.00
Check Number: 31806	Check Type: Check	Check Date: 06/15/2026	Vendor: SCCLLLC	SCCL, LLC	Check Total: 150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JULY2026	06/01/2026		Rental of unit #36-JULY	01 2610 441 000	150.00
Check Number: 31807	Check Type: Check	Check Date: 06/15/2026	Vendor: SCHMTINA	Tina Schmidt	Check Total: 90.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05222026	05/22/2026	CCS33988	Sheet cakes	01 2320 890 000	90.00
Check Number: 31808	Check Type: Check	Check Date: 06/15/2026	Vendor: SCHOHEAL	School Health Corporation	Check Total: 1,334.64

Detail Check Register

Checking Account: 1

GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CIN000396621	05/22/2026	CCS33918	health supplies	01 2130 610 000	248.34	
CINV000390020	05/06/2026	CCS33918	health supplies	01 2130 610 000	1,086.30	
Check Number: 31809	Check Type: Check	Check Date: 06/15/2026	Vendor: SERVMAS	SERVICEMASTER OF MID NE	Check Total:	4,555.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
25692	05/31/2026		Contract Cleaning HS	01 2620 340 001	2,277.50	
25692	05/31/2026		Contract Cleaning MS	01 2620 340 002	2,277.50	
Check Number: 31810	Check Type: Check	Check Date: 06/15/2026	Vendor: SONNYS	Sonny's Super Foods	Check Total:	1,426.14
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY20261	05/01/2026	CCS33744	2nd semester classroom supplies	01 1100 610 002 0006	12.04	
MAY20262	05/05/2026	CCS33930	Culinary 2 Meats, Poultry, and Shellfish	01 1100 610 001 0006	37.59	
MAY20263	05/06/2026		Choc Chip Bars and Water	01 2320 890 000	26.46	
MAY20264	05/13/2026	CCS33545	Open PO for supplies needed for letter o	01 1190 610 005	17.77	
MAY20264	05/13/2026	CCS33545	Open PO for supplies needed for letter o	01 1190 610 005	43.84	
MAY20264	05/13/2026	CCS33545	Open PO for supplies needed for letter o	01 1190 610 005	14.56	
MAY20265	05/11/2026	CCS33959	cakes for each group in 8 sections	01 1100 610 001 0006	32.54	
MAY20266	05/11/2026	CCS33955	Coffee for teacher's lounge	01 1100 610 001	37.98	
MAY20267	05/13/2026	CCS33984	Drinks/Snacks for C&C Fair	01 3400 890 001	40.81	
MAY20268	05/18/2026		Sundae Party 3rd Grade	01 1100 610 004	32.34	
MAY20269	05/21/2026	CCS33947	Ribeye Steaks- 75 lbs	01 2320 890 000	1,025.20	
MAY20269	05/21/2026	CCS33947	Buns for steaks- 6 cases	01 2320 890 000	114.00	
MAY20269	05/21/2026	CCS33947	extra pack of buns, etc	01 2320 890 000	4.59	
MAY20269	05/21/2026	CCS33947	Misty's Natural	01 2320 890 000	45.90	
MAY20269	05/21/2026	CCS33947	Order Discount	01 2320 890 000	(59.48)	
Check Number: 31811	Check Type: Check	Check Date: 06/15/2026	Vendor: TTLAWNCA	T & T Lawncare LLC	Check Total:	6,601.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
12200	05/26/2026		1st app-Spraying HS	01 2630 431 001	684.00	
12200	05/26/2026		1st app-Spraying Wellness Center	01 2630 431 001	192.00	
12200	05/26/2026		1st app-Spraying outside football field	01 2630 431 001	720.00	
12200	05/26/2026		1st app-Spraying House	01 2630 431 001	99.20	
12200	05/26/2026		Overseed Football Field	01 2630 431 001	1,250.00	
12200	05/26/2026		1st app-Spraying football field	01 2630 431 001	720.00	
12200	05/26/2026		1st app-Spraying practice field	01 2630 431 001	1,560.00	
12200	05/26/2026		1st app-Spraying Elementary	01 2630 431 004	736.00	
12200	05/26/2026		1st app-Spraying CEEC	01 2630 431 005	640.00	
Check Number: 31812	Check Type: Check	Check Date: 06/15/2026	Vendor: ULINE	ULINE	Check Total:	165.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
207956835	05/28/2026	CCS33946	rolling cart for Mrs. Ross, prizes and m	01 2120 610 004	115.00	
207956835	05/28/2026	CCS33946	shipping charge	01 2120 610 004	50.52	

Checking Account: 1

GENERAL CHECKING

Check Number: 31813	Check Type: Check	Check Date: 06/15/2026	Vendor: UNKACAD	UNK Academic Advising and Career Development	Check Total: 200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4203	05/05/2026		UNK Education Career Fair-Fall 2026	01 2570 540 001	200.00
Check Number: 31814	Check Type: Check	Check Date: 06/15/2026	Vendor: WOLFPATT	Patty Wolfe	Check Total: 75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CELLMAY2026	06/05/2026		Reimburse0 cellphone May 2026	01 2580 294 000	75.00
Check Number: 31815	Check Type: Check	Check Date: 06/15/2026	Vendor: YANDMUSI	YANDA'S MUSIC & PRO AUDIO	Check Total: 3,099.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05212026	05/21/2026		Wall Control Screen	01 1100 610 001 0004	3,099.00
Check Number: 31816	Check Type: Check	Check Date: 06/15/2026	Vendor: YILK	Jeremy Yilk	Check Total: 405.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
06012026	06/01/2026		Travel to Omaha State Track	01 2490 580 001	330.60
CELLMAY2026	05/28/2026		Cell service for May	01 2490 291 001	75.00
Check Number: 19387	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: ADVAWATE	ADVANCED WATER COMPANY, INC.	Check Total: 1,329.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5201	06/01/2026		ServicAgreement: H2O treatment quarterly	01 2620 431 001	1,329.50
Check Number: 19388	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: BOPW	BOARD OF PUBLIC WORKS	Check Total: 26,067.31
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY2026	05/18/2026		7693: Water - Transition House	01 2610 410 001	109.25
MAY2026	05/18/2026		7693: Sewer - Transition House	01 2610 410 001	38.72
MAY2026	05/18/2026		2134: Water - Stadium Well	01 2610 410 001	565.50
MAY2026	05/18/2026		1166: Water - HS	01 2610 410 001	94.90
MAY2026	05/18/2026		1166: Sewer - HS	01 2610 410 001	179.93
MAY2026	05/18/2026		5862: Water - MS	01 2610 410 002	1,092.00
MAY2026	05/18/2026		5862: Sewer - MS	01 2610 410 002	89.49
MAY2026	05/18/2026		6160: Water - EL Sprinklers	01 2610 410 004	821.60
MAY2026	05/18/2026		5679: Water - EL	01 2610 410 004	223.60
MAY2026	05/18/2026		5679: Sewer - EL	01 2610 410 004	164.86
MAY2026	05/18/2026		53: Water - CEEC - Soccer Field	01 2610 410 005	28.60
MAY2026	05/18/2026		1166: Sanitation - HS	01 2610 420 001	473.00
MAY2026	05/18/2026		7693: Sanitation - Transition House	01 2610 420 001	17.20
MAY2026	05/18/2026		5862: Sanitation - MS	01 2610 420 002	107.50
MAY2026	05/18/2026		5679: Sanitation - EL	01 2610 420 004	215.00
MAY2026	05/18/2026		2496: Electricity - Concessions	01 2610 621 001	76.14
MAY2026	05/18/2026		1168: Electricity - Stadium	01 2610 621 001	119.26
MAY2026	05/18/2026		1170: Electricity - Stadium Well	01 2610 621 001	176.53
MAY2026	05/18/2026		7693: Electricity - Transition House	01 2610 621 001	23.94

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
MAY2026	05/18/2026	5862: Electricity - MS	01 2610 621 002	4,161.68	
MAY2026	05/18/2026	6653: Electricity - EL Garage/Greenhouse	01 2610 621 004	522.88	
MAY2026	05/18/2026	5679: Electricity - EL	01 2610 621 004	6,038.75	
MAY2026	05/18/2026	1166:Electricity HS	01 2620 110 000	10,726.98	
Check Number: 19389	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: COZAHOSP	COZAD COMMUNITY HOSPITAL	Check Total: 3,282.58
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05132026PT	06/02/2026		Physical Therapy Services - Birth-2	01 2171 320 000	47.80
05132026PT	06/02/2026		Planning time	01 2171 320 000	68.30
05132026PT	06/02/2026		Physical Therapy Services-School Age	01 2171 320 001	27.16
05132026PT	06/02/2026		Physical Therapy Services-School Age	01 2171 320 004	88.80
05132026PT	06/02/2026		Physical Therapy Services-Age 3-5	01 2171 320 005	164.00
05182026OTA	06/02/2026		Occupational Therapy Services - Birth-2	01 2161 320 000	0.00
05182026OTA	06/02/2026		Occupational Therapy Services-School Age	01 2161 320 001	0.00
05182026OTA	06/02/2026		Occupational Therpay Services-School Age	01 2161 320 002	0.00
05182026OTA	06/02/2026		Planning time	01 2161 320 004	0.00
05182026OTA	06/02/2026		Occupational Therapy Services-Age 3-4	01 2161 320 005	333.50
05182026OTA	06/02/2026		Occupational Therapy Services-School Age	01 2163 320 000	217.50
05282026OT	06/30/2026		Occupational Therapy Services - Birth-2	01 2161 320 000	95.68
05282026OT	06/30/2026		Occupational Therapy Services-School Age	01 2161 320 001	34.18
05282026OT	06/30/2026		Occupational Therpay Services-School Age	01 2161 320 002	75.18
05282026OT	06/30/2026		Planning time	01 2161 320 004	355.28
05282026OT	06/30/2026		Occupational Therapy Services-School Age	01 2161 320 004	382.68
05282026OT	06/30/2026		Occupational Therapy Services-Age 3-4	01 2161 320 005	512.50
JUNE2026	06/13/2026		23 random drug screen tests @ \$15.00each	01 2130 340 000	345.00
JUNE20262	06/03/2026		DOT-UA-S Olbright	01 2710 340 000	190.02
MAY2026	05/13/2026		23 random drug screen tests @ \$15.00each	01 2130 340 000	345.00
Check Number: 19390	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: COZASERV	COZAD SERVICES, INC.	Check Total: 530.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
80194	05/04/2026		Ck Walkin Freezer Thawed and adjusted	01 2620 431 004	230.00
80204	05/06/2026		Leak in Ceiling	01 2620 431 004	100.00
80218	05/12/2026		Ck Water Heater and cleaned Trap	01 2620 431 001	100.00
80218	05/12/2026		Ck AC Unit for Class Room Valve not open	01 2620 431 002	100.00
Check Number: 19391	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: COZATELE	COZAD TELEPHONE CO.	Check Total: 1,590.91
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY2026	06/01/2026		June Invoice 2026	01 2560 382 000	1,590.91
Check Number: 19392	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: DASSTATE	DAS STATE ACCOUNTING - CENTRAL FINANCE	Check Total: 935.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1553641	05/31/2026		E-rate Circuit Cost Recovery	01 2560 382 000	300.24

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
1553641	05/31/2026		Network NE Fees: Feb. Interregional Fee	01 2560 382 000	35.74
1553641	05/31/2026		Network NE Fees: Participation Fee	01 2560 382 000	600.00
Check Number: 19393	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: DAWSPEST	DAWSON PEST CONTROL	Check Total: 527.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
29109	05/28/2026		Interior Spray	01 2610 431 000	207.43
29109	05/28/2026		Bed Bug Treatment 2nd grade cr	01 2610 431 000	320.00
Check Number: 19394	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: EAKESKE	EAKES OFFICE PLUS - KEARNEY	Check Total: 318.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV772470	05/18/2026		Contract base rate-DocMgt-May	01 2510 643 000	318.00
Check Number: 19395	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: ESU10	EDUCATIONAL SERVICE UNIT #10	Check Total: 16,448.17
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05262026	05/26/2026		Vocational Secondary Billing	01 1200 591 001	141.89
05262026	05/26/2026		SpEd Supplemental Supervision Billing	01 1200 591 001	110.91
05262026	05/26/2026		Vocational Secondary Billing	01 1200 591 002	141.90
05262026	05/26/2026		SpEd Supplemental Supervision Billing	01 1200 591 002	110.91
05262026	05/26/2026		Audiology School Age Sec Billing	01 2151 591 001	85.57
05262026	05/26/2026		Deaf Education Secondary Billing	01 2151 591 001	266.57
05262026	05/26/2026		Speech SA Secondary Billing	01 2151 591 001	1,942.43
05262026	05/26/2026		Speech SA Secondary Billing	01 2151 591 002	1,942.44
05262026	05/26/2026		Deaf Education Secondary Billing	01 2151 591 002	266.58
05262026	05/26/2026		Deaf Education Elementary Billing	01 2151 591 002	533.15
05262026	05/26/2026		Audiology School Age Sec Billing	01 2151 591 002	85.58
05262026	05/26/2026		Audiology School Age Elem Billing	01 2151 591 004	171.15
05262026	05/26/2026		Speech SA Elementary Billing	01 2151 591 004	2,284.16
05262026	05/26/2026		Speech Ages 3-4 Billing	01 2152 591 005	6,681.61
05262026	05/26/2026		Audiology Ages 3-4 Billing	01 2152 591 005	42.78
05262026	05/26/2026		Audiology Birth-2 Billing	01 2153 591 000	42.78
05262026	05/26/2026		Speech Birth-2 Billing	01 2153 591 000	1,537.76
27421	05/21/2026		LAN Manger Meeting -C Irish	01 2580 330 000	20.00
27467-1	05/07/2026		Wkshp: Art Teachers' Network-S Maginnis	01 1100 330 002 0005	40.00
Check Number: 19396	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: FLASELEC	FLASH ELECTRIC, LLC	Check Total: 120.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9762	06/04/2026		Service Call	01 2620 431 004	120.00
Check Number: 19397	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: PAPETIGE	PAPER TIGER SHREDDING	Check Total: 210.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
237724	06/30/2026		Paper Shredding HS	01 2610 420 001	90.00
237724	06/30/2026		Paper Shredding MS	01 2610 420 002	30.00
237724	06/30/2026		Paper Shredding ELEMENTARY	01 2610 420 004	90.00

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 19398	Check Type: Direct Deposit	Check Date: 06/15/2026	Vendor: TMS	TIME MANAGEMENT SYSTEMS, INC.	Check Total:	4,303.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
365655	06/01/2026		AOD maintenance-May/ 2026	01 2510 643 000	199.00	
366968	06/08/2026		Red Rover Absence Mgmt-Req sub-July-June	01 2510 643 000	3,900.96	
366968	06/08/2026		Red Rover Absence Mgmt-No sub July-June	01 2510 643 000	203.28	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 186,702.35

Detail Check Register

Checking Account: 6 LUNCH FUND

Check Number: 26714 Check Type: Check Check Date: 06/15/2026 Vendor: OPAAFOOD OPAA! FOOD MANAGEMENT OF NEBRASKA, LLC Check Total: 49,359.09

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NE00073231	05/31/2026		Student Lunches	06 3100 340 000	38,442.42
NE00073231	05/31/2026		Student Breakfasts	06 3100 340 000	5,199.90
NE00073231	05/31/2026		Snacks	06 3100 340 000	545.62
NE00073231	05/31/2026		Ala Carte sales	06 3100 340 000	3,655.91
NE00073231	05/31/2026		Adult Lunches	06 3100 340 000	705.80
NE00073231	05/31/2026		Adult Breakfasts	06 3100 340 000	52.37
NE00073231	05/31/2026		Commodity credit	06 3100 340 000	(1,839.28)
NE00073231	05/31/2026		2nd Chance Breakfast	06 3100 340 000	2,596.35

Check Number: 26715 Check Type: Check Check Date: 06/15/2026 Vendor: STARMAN Jordan Starman Check Total: 12.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05142026	05/14/2026		Reimbursement for Lunch Account	06 1611	12.00

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 49,371.09

Detail Check Register

Checking Account: 7

BOND FUND

Check Number: 21		Check Type: Automatic Payment		Check Date: 06/15/2026	Vendor: BOKF	BOK FINANCIAL, NA	Check Total:	1,388,853.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>		
COZADPSGOB22-8	05/08/2026		2022 Bond Semi annual paying agent fee	07 5000 830 000		200.00		
COZADPSGOB22-8	05/08/2026		2022 Bond Principal payment	07 5000 831 000		905,000.00		
COZADPSGOB22-8	05/08/2026		2022 Bond Interest	07 5000 832 000		483,653.13		

*Denotes Expensed Invoice Item

Checking Account ID: 7

Total without Voids: 1,388,853.13

7.3. Activities Account

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0013	MS MATHLETES FUND	0.00	0.00	232.70	0.00	0.00	0.00	232.70
05 704 0094	CHROMEBOOK DEVICE	8,876.42	0.00	0.00	0.00	7,558.36	0.00	1,318.06
05 704 0100	DIST ATHLETICS	(261.86)	394.90	0.00	0.00	3,603.15	0.00	(4,259.91)
05 704 0101	HS VOLLEYBALL FUND	13,956.86	1,048.00	765.00	0.00	811.98	0.00	12,861.88
05 704 0102	WRESTLING FUND	68.50	0.00	0.00	0.00	0.00	0.00	68.50
05 704 0103	HS GIRLS BBALL FUND	11,310.29	491.90	0.00	0.00	207.24	0.00	10,611.15
05 704 0104	HS BOYS BASKETBALL FUND	13,178.88	1,532.00	0.00	0.00	1,255.74	0.00	10,391.14
05 704 0106	HS GIRLS GOLF FUND	1,682.40	0.00	0.00	0.00	0.00	0.00	1,682.40
05 704 0107	PITCHFORK FUND	1,357.00	0.00	0.00	0.00	0.00	0.00	1,357.00
05 704 0108	HS GIRLS TRACK FUND	3,886.55	100.71	0.00	0.00	117.99	0.00	3,667.85
05 704 0109	HS BOYS TRACK FUND	6,556.27	641.33	0.00	0.00	300.00	0.00	5,614.94
05 704 0110	HS SOFTBALL FUND	6,276.12	0.00	0.00	0.00	0.00	0.00	6,276.12
05 704 0112	HS BOYS GOLF FUND	4,472.95	447.02	0.00	0.00	1,312.26	0.00	2,713.67
05 704 0115	HS CROSS COUNTRY FUND	5,865.55	0.00	0.00	0.00	0.00	0.00	5,865.55
05 704 0116	HS FOOTBALL FUND	1,394.31	0.00	60.00	0.00	3,348.00	0.00	(1,893.69)
05 704 0119	ATHLETIC SCOREBOARD	10,231.69	5,500.00	0.00	0.00	0.00	0.00	4,731.69
05 704 0120	HS SPEECH	(692.14)	0.00	0.00	0.00	0.00	0.00	(692.14)
05 704 0121	MULTICULTURAL LEADERSHIP	188.69	0.00	0.00	0.00	0.00	0.00	188.69
05 704 0138	HS GIRLS WRESTLING FUND	5,116.37	0.00	0.00	0.00	0.00	0.00	5,116.37
05 704 0139	HS GIRLS WRESTLING	0.00	0.00	0.00	0.00	3,843.60	0.00	(3,843.60)
05 704 0140	HS FOOTBALL	0.00	0.00	0.00	0.00	619.00	0.00	(619.00)
05 704 0141	HS GOLF-GIRLS	131.63	0.00	0.00	0.00	0.00	0.00	131.63
05 704 0142	HS SOFTBALL	147.69	0.00	0.00	0.00	11,865.00	0.00	(11,717.31)
05 704 0143	HS VOLLEYBALL	(14.71)	0.00	0.00	0.00	11,279.00	0.00	(11,293.71)
05 704 0144	HS CROSS COUNTRY	30.00	0.00	0.00	0.00	137.14	0.00	(107.14)
05 704 0145	HS BOYS WRESTLING	50.00	0.00	0.00	0.00	3,151.30	0.00	(3,101.30)
05 704 0146	HS BASKETBALL-GIRLS	1,576.17	0.00	0.00	0.00	6,944.12	0.00	(5,367.95)
05 704 0147	HS BASKETBALL-BOYS	5,379.98	0.00	0.00	0.00	6,732.00	0.00	(1,352.02)
05 704 0148	HS TRACK-GIRLS	(2,341.35)	133.87	0.00	0.00	156.09	0.00	(2,631.31)
05 704 0149	HS TRACK-BOYS	(3,036.84)	135.89	0.00	0.00	325.63	0.00	(3,498.36)
05 704 0150	HS GOLF-BOYS	(1,469.11)	59.72	60.00	0.00	1,879.80	0.00	(3,348.63)
05 704 0159	MS GIRLS WRESTLING	2,639.05	0.00	0.00	0.00	442.90	0.00	2,196.15
05 704 0160	MS FOOTBALL	0.00	0.00	0.00	0.00	2,661.00	0.00	(2,661.00)
05 704 0161	MS VOLLEYBALL	2,998.37	0.00	0.00	0.00	1,475.00	0.00	1,523.37
05 704 0163	MS BOYS WRESTLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0164	MS GIRLS BASKETBALL	2,116.72	0.00	0.00	0.00	288.00	0.00	1,828.72
05 704 0165	MS BOYS BASKETBALL	5,448.59	0.00	0.00	0.00	324.52	0.00	5,124.07
05 704 0166	MS GIRLS TRACK	1,318.31	274.37	0.00	0.00	124.00	0.00	919.94
05 704 0167	MS BOYS TRACK	1,556.70	273.35	0.00	0.00	100.00	0.00	1,183.35
05 704 0205	STAFF	234.95	0.00	0.00	0.00	0.00	0.00	234.95

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0305	DIST NURSE FUND	789.97	0.00	0.00	0.00	0.00	0.00	789.97
05 704 0335	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0336	CLASS OF 2026	1,724.86	0.00	0.00	0.00	0.00	0.00	1,724.86
05 704 0337	HS CLASS OF 2027	1,967.89	0.00	0.00	0.00	0.00	0.00	1,967.89
05 704 0338	HS CLASS OF 2028	1,126.50	0.00	0.00	0.00	0.00	0.00	1,126.50
05 704 0339	HS CLASS OF 2029	504.00	0.00	0.00	0.00	0.00	0.00	504.00
05 704 0400	HS GUIDANCE/COUNSELOR	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
05 704 0401	HS INDUSTRIAL TECHNOLOGY	(63.28)	50.97	0.00	0.00	610.85	0.00	(725.10)
05 704 0405	STUDENT SPECIAL NEEDS	364.12	0.00	0.00	0.00	0.00	0.00	364.12
05 704 0406	HS INSTRUMENTAL MUSIC	771.53	0.00	0.00	0.00	13.74	0.00	757.79
05 704 0407	HS MEDIA CENTER FUND	3,359.20	0.00	74.00	0.00	220.97	0.00	3,212.23
05 704 0408	MS LIBRARY	290.17	0.00	0.00	0.00	220.96	0.00	69.21
05 704 0409	HS YEARBOOK	8,436.01	707.70	0.00	0.00	0.00	0.00	7,728.31
05 704 0411	HS PRINCIPAL	1,736.31	0.00	0.00	0.00	124.08	0.00	1,612.23
05 704 0412	HS BAND UNIFORM FUND	6,693.04	0.00	0.00	0.00	0.00	0.00	6,693.04
05 704 0415	PEPSI CONTRACT	10,178.90	0.00	0.00	0.00	0.00	0.00	10,178.90
05 704 0416	POP IN/OUT	6,792.95	0.00	0.00	0.00	312.00	0.00	6,480.95
05 704 0417	CONCESSIONS	1,543.31	0.00	0.00	0.00	64.64	0.00	1,478.67
05 704 0501	HS SPIRIT CLUB	3,578.70	0.00	0.00	0.00	249.96	0.00	3,328.74
05 704 0502	HS CHEER	(170.98)	8,791.70	1,780.00	0.00	0.00	0.00	(7,182.68)
05 704 0503	HS STUDENT COUNCIL	5,730.47	0.00	0.00	0.00	239.97	0.00	5,490.50
05 704 0504	HS BAND FUND	3,795.48	1,264.75	2.00	0.00	0.00	0.00	2,532.73
05 704 0505	HS COLOR GUARD	110.71	0.00	1,033.00	0.00	0.00	0.00	1,143.71
05 704 0507	HS THESPIANS	5,967.04	0.00	0.00	0.00	0.00	0.00	5,967.04
05 704 0508	HS FCCLA FUND	7,040.29	2,933.50	587.45	0.00	3,525.22	0.00	1,169.02
05 704 0509	HS C-CLUB	585.32	0.00	0.00	0.00	0.00	0.00	585.32
05 704 0514	HS ART-COMMERCIAL	54.64	0.00	0.00	0.00	0.00	0.00	54.64
05 704 0516	HS FFA FUND	41,396.11	474.39	731.30	0.00	303.52	0.00	41,349.50
05 704 0517	HS TOWER GARDEN	5,020.53	0.00	0.00	0.00	0.00	0.00	5,020.53
05 704 0520	HS NATIONAL HONOR SOCIETY FUND	1,689.16	0.00	0.00	0.00	0.00	0.00	1,689.16
05 704 0525	HS ALTERNATIVE EDUCATION	140.74	0.00	0.00	0.00	0.00	0.00	140.74
05 704 0527	HS MAKERS MARKET FUND	3,085.49	373.00	0.00	0.00	250.00	0.00	2,462.49
05 704 0528	HS SKILLS USA	141.95	0.00	0.00	0.00	0.00	0.00	141.95
05 704 0529	HS MAKER FAIR FUND	1,100.04	0.00	0.00	0.00	0.00	0.00	1,100.04
05 704 0600	HS VOCAL MUSIC	4,689.51	0.00	0.00	0.00	0.00	0.00	4,689.51
05 704 0601	STUDENT BAND INSTRUMENT	280.75	0.00	0.00	0.00	0.00	0.00	280.75
05 704 0610	HS MUSICAL FUND	3,180.45	0.00	0.00	0.00	0.00	0.00	3,180.45
05 704 0611	HS ONE ACT FUND	(768.37)	0.00	0.00	0.00	135.68	0.00	(904.05)
05 704 0620	HS TRI M	1,679.61	0.00	0.00	0.00	319.00	0.00	1,360.61
05 704 0700	HS ACADEMIC DECATHLON	316.07	0.00	0.00	0.00	0.00	0.00	316.07

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0702	MS STUDENT CONGRESS	2,287.25	32.64	18.00	0.00	0.00	0.00	2,272.61
05 704 0703	MIDDLE SCHOOL PRINCIPAL	915.46	531.50	0.00	0.00	0.00	0.00	383.96
05 704 0704	MS INSTRUMENTAL MUSIC FUND	1,311.95	0.00	0.00	0.00	0.00	0.00	1,311.95
05 704 0705	MIDDLE SCHOOL SHOP	193.95	0.00	0.00	0.00	0.00	0.00	193.95
05 704 0706	MS SMASH	870.89	0.00	0.00	0.00	0.00	0.00	870.89
05 704 0708	MS YEARBOOK	875.01	0.00	0.00	0.00	0.00	0.00	875.01
05 704 0710	SPECIAL EDUCATION	2,472.47	0.00	0.00	0.00	0.00	0.00	2,472.47
05 704 0715	ELEMENTARY HAL	1,918.48	0.00	0.00	0.00	0.00	0.00	1,918.48
05 704 0800	CEEC	761.17	94.75	0.00	0.00	0.00	0.00	666.42
05 704 0801	ELEMENTARY PRINCIPAL OFFICE	4,299.72	107.94	0.00	0.00	94.75	0.00	4,097.03
05 704 0803	EL LIBRARY FUND	2,702.58	0.00	0.00	0.00	0.00	0.00	2,702.58
05 704 0804	EL GRADE 3	35.03	0.00	0.00	0.00	0.00	0.00	35.03
05 704 0806	EL-GRADE K	113.36	0.00	0.00	0.00	0.00	0.00	113.36
05 704 0807	EL GRADE 2	492.18	129.75	0.00	0.00	0.00	0.00	362.43
05 704 0808	EL HONOR CHOIR FUND	713.91	81.75	0.00	0.00	0.00	0.00	632.16
05 704 0811	HAYMAKER GREENHOUSE	365.88	0.00	0.00	0.00	0.00	0.00	365.88
05 704 0900	HS DANCE TEAM	(1,028.95)	0.00	0.00	0.00	9,551.39	0.00	(10,580.34)
Fund Total: 05		265,890.53	26,607.40	5,343.45	0.00	87,099.55	0.00	157,527.03

Date	Event	Paid	Pass	Total
11.25.25	8th GBB vs Bow	24	21	45
12.2.25	8th GBB vs G-Burg	38	19	57
12.2.25	7th GBB vs G-Burg	47	21	68
12.4.25	JV/Var BB vs Chase Co	124	240	364
12.5.25	GWR Invite	165	N/A	165
12.5.25	BWR Dual vs GE	59	67	126
12.6.25	BWR Invite	514	N/A	514
12.8.25	7th GBB vs McCook	42	18	60
12.11.25	7th GBB vs Minden	35	30	65
12.11.25	GWR/BWR Dual vs McCook	84	28	112
12.12.25	JV/Var BB vs Hershey	185	193	378
12.13.25	JV/Var BB vs Holdrege	86	162	248
12.15.25	7th GBB vs Ogallala	47	19	66
12.15.25	8th GBB vs Ogallala	36	33	69
12.16.25	JV/Var GBB vs McCook	49	66	115
12.18.25	JV/Var BB vs Cambridge	88	159	247
12.20.25	JV/Var BB vs Alma	217	263	480
1.8.26	Reserve BB vs NP	69	55	124
1.9.26	JV/Var BB vs Ogallala	421	396	817
1.13.26	Reserve BB vs Lex	36	60	96
1.15.26	BWR Dual vs Lexington	71	51	122
1.17.26	7th BBB Jamboree	198	40	238
1.17.26	JV/Var BB vs Centura	123	145	268
1.19.26	MS GWR Invite	547	N/A	547
1.20.26	JV/Var BB vs Amherst	153	192	345
1.22.26	8th BBB vs Minden	50	24	74
1.26.26	8th BBB vs Gothenburg	62	29	91
1.26.26	Reserve BB vs Ogallala	32	53	85
1.27.26	SWC BBB vs Holdrege	189	55	244
1.29.26	7th BBB vs North Platte	38	50	88
2.2.26	7th BBB vs Ogallala	27	51	78
2.2.26	8th BBB vs Ogallala	41	24	65
2.2.26	Reserve BB vs Holdrege	50	56	106
2.6.26	JV/Var BB vs Minden	214	242	456
2.9.26	7th BBB vs McCook	31	43	74
2.12.26	7th BBB vs Holdrege	50	50	100
2.12.26	8th BBB vs Holdrege	51	18	69
2.16.26	7th BBB vs Broken Bow	43	62	105
2.16.26	8th BBB vs Broken Bow	38	21	59
2.19.26	JV/Var BBB vs McCook	92	154	214
2.23.26	C1-7 Sub-District BBB - 1	102	N/A	102
2.24.26	C1-7 Sub-District BBB - 2	520	N/A	520

2.26.26	C1-7 Sub-District BBB - 3	491	N/A	491
3.2.26	C1-3 District Final	988	N/A	988
3.31.26	HS Quad Track Meet	85	68	153
4.7.26	MS Tri Track Meet	249	67	316
5.2.26	HS SWC Track Meet	430	84	514
5.7.26	MS SWC Track Meet	376	112	488

7.4. AfterZone Report

Cozad AfterZone

Month	Revenue		Expenditures	Cost
			Regular (annual)	
Sept.	Parent Deposits	\$ 2,800.00	Classified Salaries	\$ 7,579.72
			Benefits	\$ 1,690.25
			Training	\$ -
			Postage	
	Total:	\$ 2,800.00	Total:	\$ 9,269.97
	Sept Balance	\$ (6,469.97)		
October	Parent Deposits	\$ 6,695.00	Classified Salaries	\$ 9,141.14
	CCHS Donation	\$ 1,242.00	Benefits	\$ 1,455.53
			Training	\$ -
			Postage	\$ -
	Total:	\$ 7,937.00	Total:	\$ 10,596.67
	Oct Balance	\$ (2,659.67)		
November	Parent Deposits	\$ 5,250.00	Classified Salaries	\$ 7,081.08
			Benefits	\$ 1,067.25
			Training	
			Postage	
	Total:	\$ 5,250.00	Total:	\$ 8,148.33
	Total Made	\$ (2,898.33)		
	Total YTD	\$ (12,027.97)		
December	Parent Deposits	\$ 4,216.00	Classified Salaries	\$ 5,910.87
			Benefits	\$ 1,032.79
			Training	
			Postage	
	Total:	\$ 4,216.00	Total:	\$ 6,943.66
	Total Made	\$ (2,727.66)		
	Total YTD	\$ (14,755.63)		

January	Parent Deposits	\$	6,438.00	Classified Salaries	\$	5,255.59
	Charitable Fund		\$2,500.00	Benefits	\$	1,081.77
				Training		
				Postage		
	Total:	\$	8,938.00	Total:	\$	6,337.36
	Total Made	\$	2,600.64			
	Total YTD	\$	(12,154.99)			
February	Parent Deposits	\$	3,732.00	Classified Salaries	\$	6,181.61
	Charitable Fund		\$0.00	Benefits	\$	1,527.13
	CSG Forte	\$	603.00	Training		
	Child Subsidy	\$	203.00	Postage		
	Total:	\$	4,538.00	Total:	\$	7,708.74
	Total Made	\$	(3,170.74)			
	Total YTD	\$	(15,325.73)			
March	Parent Deposits	\$	6,028.00	Classified Salaries	\$	5,782.51
	Charitable Fund		\$0.00	Benefits	\$	1,358.57
	CSG Forte	\$	869.00	Training	\$	369.35
	Child Subsidy	\$	259.00	Postage		
	Total:	\$	7,156.00	Total:	\$	7,510.43
	Total Made	\$	(354.43)			
	Total YTD	\$	(15,680.16)			

April	Parent Deposits	\$	2,189.00	Classified Salaries	\$	6,435.10
	Charitable Fund		\$0.00	Benefits	\$	1,266.45
	CSG Forte	\$	833.00	Training	\$	-
	Child Subsidy	\$	196.00	Postage		
	Total:	\$	3,218.00	Total:	\$	7,701.55
	Total Made	\$	(4,483.55)			
	Total YTD	\$	(19,147.71)			

May	Parent Deposits	\$	2,679.00	Classified Salaries	\$	6,544.80
	Charitable Fund		\$0.00	Benefits	\$	1,288.08
	CSG Forte	\$	703.00	Training	\$	-
	Child Subsidy	\$	196.00	Postage		
	Summer Deposits	\$	1,000.00			
	Total:	\$	4,578.00	Total:	\$	7,832.88
	Total Made	\$	(3,254.88)			
	Total YTD	\$	(22,402.59)			

8. COMMITTEE REPORTS

COMMITTEE SCHEDULE AND AGENDA

JAN

Transportation: tour fleet, review maintenance schedule

Building: tour inside buildings, unremodeled areas, review maintenance schedule.

Strat Plan:

Policy:

Wellness: Wellness committee needs to obtain in writing what the schools obligations and agreements are with the wellness center.

FEB

Personnel: Review evaluation tools

Policy:

Wellness:

MAR

Finance: Admin/Classified pay, State Aid, Bank Int rate

Policy:

Wellness:

Strat:

APRIL

Finance: revisit March if incomplete, review activity receipts

Policy:

Wellness:

MAY

Policy: Review student behavior model and application, correlating policies.

Personnel: Review district staffing numbers; certified, classified, administrative, bus drivers etal (possibly move this to august)

Wellness:

JUNE

Curriculum: review what are curriculum for each grade. What textbooks, syllabus are used, if applicable. What resources are available to parents.

Policy:

Wellness:

Transportation: tour fleet, review maintenance schedules, receipts.

JULY

Facilities: tour outside of facilities, inside if time allows. Specifically areas not touched by bond.

Strat:

Policy:

Wellness:

AUGUST

Finance: Review previous data, needs, recommendations for projects, budget.

Policy:

Wellness:

SEPT

Negotiations: Pre meeting. What are “comparable” districts. How does Cozad compare in staffing ratios, pay etc.

Policy:

Wellness:

Strat:

OCT

Negotiations: Labor relations conference

Policy:

Wellness:

NOV

Negotiations:

Policy:

Wellness:

DEC

Curriculum: Review ACT, NSCAAS test results. When looking at test score trends, 5, 10 and 15 year trends.

Strat:

Notations:

Committees:

Policy, Wellness, Strat, Finance/Buildings/Transp, Exec, Personnel, Negotiations

If issue arises in a meeting that should be discussed by another committee, it should be referred.

Exec, meets monthly prior to board meeting to set agenda.

9. **DISCUSS, CONSIDER AND TAKE ACTION ON 2026-27 ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL AND ALTERNATIVE SCHOOL STUDENT HANDBOOKS AND ACTIVITIES GUIDELINES**

COZAD MIDDLE - HIGH SCHOOL STUDENT - PARENT HANDBOOK 2026 - 2027 WORKING DRAFT

Legend

~~Red Text With Strikethrough~~ = Text from previous handbook to be removed for 2026-2027. Most of the red text with strikethrough line was a directive from Perry Law.

Yellow Highlighted Text = New / Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals or reflective of Board Policy change.

Blue Text = New text for 2026-2027. Most of the blue text is from Perry Law. The blue text on the signature forms at the end of the handbook is the color we use on the form each year and not a directive from Perry.

The table of contents and other organization of this handbook will be completed once the draft is approved by the School Board.

COZAD MIDDLE - HIGH SCHOOL STUDENT - PARENT HANDBOOK 2026 - 2027



Students, their families, and potential employees of Cozad School District are hereby notified that the Cozad High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Cozad High School compliance with Title II, Title VI, Title IX and/or Section 504 may contact: Dr. Dan Endorf, Superintendent

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to Cozad Community Schools. On behalf of all district faculty, we look forward to helping your children reach their learning potential and achieve their educational goals.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than **August 21, 2026.**

This handbook contains information of value to every student and parent. It contains explanations of school expectations, regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Dan Endorf
Superintendent

**Cozad High School
1710 Meridian Avenue
Cozad, NE 69130
Telephone: 308-784-2744
Fax: 308-217-4505**

**Cozad Middle School
1810 Meridian Avenue
Cozad, NE 69130
Telephone: 308-784-2746
Fax: 308-217-4506**

COZAD COMMUNITY SCHOOLS WEBSITE www.cozadschools.net

- **District Superintendent: Dr. Dan Endorf**
- **High School Principal: Corey Fisher**
- **Middle School Principal: Joshua Asche**
- **Activities Director/Assistant High School Principal: Jeremy Yilk**
- **Special Education Directors: Teresa Schneider & Jackie Anderson**
- **High School Guidance Counselors: Jordan Haarberg and Daniel Revelo**
- **Middle School Guidance Counselor: Lyndee Koch**

COZAD COMMUNITY MIDDLE/HIGH SCHOOL

STUDENT - PARENT HANDBOOK

TABLE OF CONTENTS

Foreword

		Page
	Non-Discrimination Statement	1
	Welcome, School Addresses, School Website, Administration	2
Section 1	Intent of Handbook	6
Section 2	School Calendar	7

Article 1 - Mission and Goals

		Page
Section 1	Mutual Respect	8
Section 2	Complaint Procedures	8

Article 2 - School Day

		Page
Section 1	Daily Schedule	9
Section 2	Shortened Schedule	9
Section 3	Severe Weather and School Cancellations	9
Section 4	Open-Closed Campus	9
Section 5	Supervision Responsibility Before/After School	10

Article 3 - Use of Building and Grounds

		Page
Section 1	Visitors	11
Section 2	Smoke-Free Environment	11
Section 3	Care of School Property	11
Section 4	Lockers	12
Section 5	Searches of Lockers and Other Types of Searches	12
Section 6	Video Surveillance	13
Section 7	Recording of Others	13
Section 8	Prohibition on Use of Cell Phones and (ECDs)	13
Section 9	Student Valuables	14
Section 10	Bulletins and Announcements	14
Section 11	Copyright and Fair Use	14

Article 4 – Attendance

		Page
Section 1	Attendance	15
Section 2	Attendance and Absences	15
Section 3	Make-up Work	16
Section 4	Attendance is Required to Participate in Activities	16
Section 5	Truancy	16

Article 5 - Scholastic Achievement

		Page
Section 1	Grading System	18
Section 2	Academic Eligibility	18
Section 3	Academic Success and Student Lounge	19
Section 4	After School Academic Support Program	19
Section 5	Graduation Requirements	19
Section 6	Commencement Ceremony	21
Section 7	Promotion and Retention	22
Section 8	Schedule Changes	23
Section 9	Interim Reports	23
Section 10	Report Cards	23
Section 11	Parent-Teacher Conferences	23
Section 12	Honor Roll	23
Section 13	National Honor Society	24

Article 6 - Support Services

		Page
Section 1	Special Education Services	24
Section 2	Students with Disabilities: Section 504	25
Section 3	Health Services	26
Section 4	Transportation Services	28
Section 5	Threat Assessment and Response	30

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Drug-Free Schools	32
Section 2	Education and Prevention	33
Section 3	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	33

Article 8 - Student Conduct Rules

		Page
Section 1	Purpose of Student Conduct Rules	34
Section 2	Student Conduct Expectations	34
Section 3	Forms of School Discipline 1) Short-Term Suspension 2) Long-Term Suspension 3) Expulsion 4) Emergency Exclusion 5) Other Forms of Student Discipline 6) Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment 7) Additional Student Conduct Expectations and Grounds for Discipline 8) Student Appearance/Dress Code 9) Academic Integrity 10) Inappropriate Public Displays of Affection (IPDA) 11) Law Violations 12) Anti-Bullying 13) Network, E-Mail, Internet, and Other Computer Use Rules	36-39
Section 4	Due Process	49
Section 5	Student Code of Conduct Outline of Offenses and Consequences	51

Article 9 – Student Fees Policy

		Page
Section 1	Student Activity Fees	53

Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	54
Section 2	Designation of Coordinators	54
Section 3	Multicultural	54
Section 4	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	55
Section 5	Notification of Rights Under FERPA	55
Section 6	Military Recruiters	58
Section 7	Combined District and School Title I Parent and Family Involvement	58
Section 8	Student Privacy Protection Policy	58
Section 9	Homeless Students	61
	Required Forms	62-70

Cozad Community Schools Student-Parent Handbook

2026-2027 School Year

Foreword

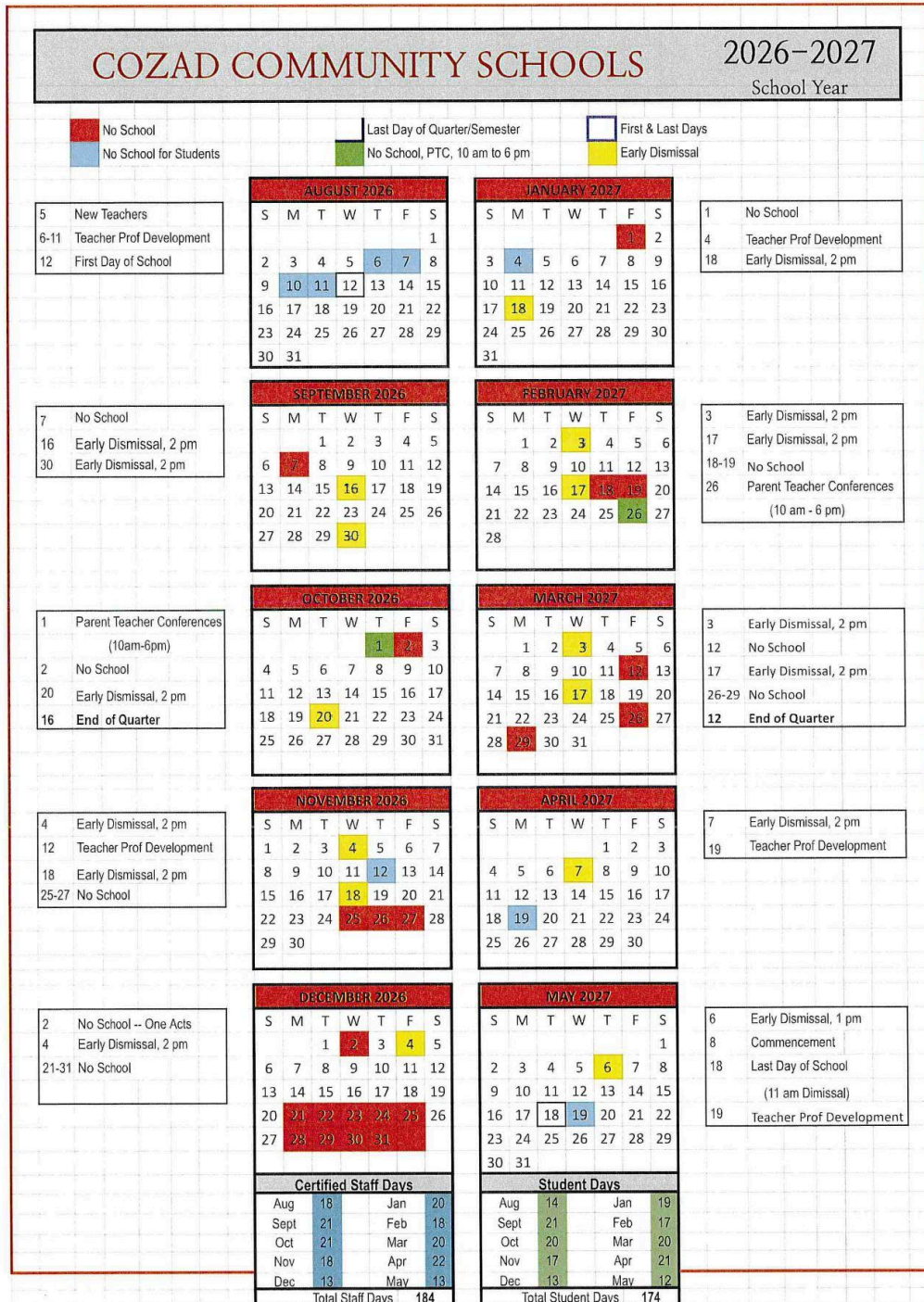
Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Cozad Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://cozadschoolsboardpolicies.weebly.com/>.

Section 2 **School Calendar**



Article 1 – Mission and Goals

Section 1 Mutual Respect

The Cozad Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member, peers or insubordination on the part of students will not be tolerated.

Section 2 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

3. **No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Article 2 – School Day

Section 1 Daily Schedule

Regular Daily Schedule	2:00 P.M. Early Dismissal	Late Start Schedule
Warning Bell - 8:05 AM	Warning Bell - 8:05 AM	Warning Bell - 9:55 AM
1 8:10-8:55	1 8:10-8:48	1 10:00-10:34
2 8:58-9:43	2 8:51-9:29	2 10:37-11:11
3 9:46-10:31	3 9:32-10:10	3 11:14-11:48
4 10:34-11:19	4 10:13-10:50	4 11:51-12:25
5A 11:22-12:07	5A 10:53-11:30	5A 12:28-1:02
Lunch 11:19-11:49	Lunch 10:50-11:20	Lunch 12:25-12:55
5B 11:52-12:37	5B 11:23-12:00	5B 12:58-1:32
Lunch 12:07-12:37	Lunch 11:30-12:00	Lunch 1:02-1:32
6 12:40-1:25	6 12:03-12:40	6 1:35-2:09
7 1:28-2:13	7 12:43-1:20	7 2:12-2:47
8 2:16-3:01	8 1:23-2:00	8 2:50-3:25
9 (MT) 3:04-3:25	No Maker Time	No Maker Time
Tardy Detention 3:25-4:00	Tardy Detention 2:00-2:30	Tardy Detention 3:25-4:00

All students in grades 9-12 will report to their **Maker Time** (Academic Success) classroom at the start of 9th period. Senior students who meet academic, attendance and behavior expectations may be dismissed early from their last period. Senior early dismissal time will be determined and communicated by administration.

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Section 3 Open-Closed Campus, Student Driving and Parking

All students are required to remain on campus during the school day, except **Juniors and Seniors** who are eligible to leave campus during lunch (Lunchtime Driving Privilege).

Students who are in the 11th and 12th grade who have a valid driver's license may drive off campus for lunch only if they have secured their parents' written permission on a form obtained at the high school office. A completed signature form will be considered written parent permission for the duration of the school year. This is a variation of school policy for closed campus and is granted only with the stipulation that students understand and adhere to the following expectations:

1. Students must be in either the **11th or 12th grade**.
2. Students must have a valid driver's license. **No learner's permit.**
3. Students must be passing **ALL** classes as per standard grading practice (70% or above or as defined in an IEP).
4. Students must not be in violation of the school's attendance policy (can not be truant or have excessive unexcused/unresolved absences).
5. No unexcused tardies upon returning from lunch.
6. Students must travel in their own vehicle and **can not have passengers.**
7. Violation of any school policy may result in suspension of this privilege.
8. IF THE STUDENT IS NOT IN GOOD STANDING (1-6 ABOVE) THE STUDENT **WILL NOT** BE ALLOWED TO PARTICIPATE IN THE LUNCHTIME DRIVING PRIVILEGE

Students and parents must understand that driving off campus during lunch is a privilege and can be revoked at any time for violation of the above stated expectations or for reasons determined by school administration.

Driving and Parking Personal Vehicles and Reporting Vehicle/Driving Accidents

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
4. All vehicle/driving accidents on school grounds shall be reported to the office of the principal in a timely manner.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class, unless participating in a school program (including breakfast) or school activity. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building at 7:30 am. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents are permitted; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item and may be subject to disciplinary action.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 4 Lockers

Each student will be assigned a locker, and may be assigned an athletic locker as well if they are participating in an athletic activity or PE class. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computers, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Prohibition on Cell Phones ~~Use of Cell Phones~~

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement. ~~Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook, in a student learning plan, by school administration or for medical reasons.~~

~~Students are not permitted to have their cell phone on their person or in their possession during class session and are expected to keep cell phones in their hall locker.~~

~~Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook, in a student learning plan, by school administration or for medical reasons.~~

~~Students are not permitted to have their cell phone on their person or in their possession during class session and are expected to keep cell phones in their hall locker.~~

~~Students may access/use cell phones or other personal electronic devices in the common areas of the school before, during lunch, during student lounge and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other personal electronic devices during class, while they are in locker rooms or restrooms. Students are expected to comply with the school district's general expectations for cell phone and other electronic device use.~~

~~Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver or activity sponsor/coach.~~

~~Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any messages sent, or calls made on a cell phone.~~

~~Students who violate this policy or classroom expectations may have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices after meeting with the student and/or parent/guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including detention, suspension, or expulsion.~~

~~The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.~~

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement.

ELECTRONIC COMMUNICATION DEVICE (ECD) DEFINITION: An Electronic Communication Device (ECD) is any technological tool that can transmit and/or receive data, voice, or video digitally using electromagnetic systems. They are tools or devices that connect people across distances through networks like cellular towers, Wi-Fi, or Bluetooth, facilitating activities like texting, calling, emailing, and web browsing.

ELECTRONIC COMMUNICATION DEVICE (ECD) EXAMPLES: Examples of Electronic Communication Devices include, **but are not limited to**, Smart Phones/Cell Phones, Smart Watches, Fitness Trackers, Tablets, Smart Glasses, Personal Gaming Devices, etc.

Students **are not** permitted to have an electronic communication device on their person or in their possession during the school day **and are expected to keep cell phones on silent and in their main hall locker from 8:10 a.m. - 3:25 p.m.**

Students **are not** permitted to have an electronic communication device on their person or in their possession **during their scheduled lunch period.**

Students **ARE ONLY** permitted to access their personal electronic communications devices **at their individual hallway locker before their scheduled lunch period.** Students **may not** take their electronic communication device to lunch. **It must remain in the student's hallway locker.**

Students **are not** permitted to have an electronic communication device on their person or in their possession **in school restrooms or locker rooms during the regular school day.**

Students **are not** permitted **access** to an electronic communication device **in locker rooms while participating in school activities.** ECDs must be stored away and not used while in locker rooms. This includes both home and away events.

Students **may not** use an electronic communication device **while riding in a school vehicle unless they have permission to do so from the vehicle's driver, school staff or activity sponsor/coach.**

Students are solely responsible for the security of their electronic communication device. The school district is not responsible for theft, loss, or damage and are not responsible for any messages sent, or calls made on a student's electronic communication device.

Students who violate this policy or classroom expectations regarding Electronic Communication Devices may have the device confiscated immediately. The administration will return confiscated devices to the student and/or parent at the end of the day. Students who violate this policy may be subject to disciplinary measures.

For Middle School and High School Students:

1st Office Referral: The ECD will be confiscated, turned into the school office, and picked up by the student from the principal at the end of the day.

2nd Office Referral: The ECD will be confiscated, turned into the school office, and picked up by the student at the end of the day along with parent contact .

- A **detention** will be assigned.

3rd Office Referral: The ECD will be confiscated, turned into the school office, and picked up by the student at the end of the day along with parent contact.

- The student will be required to turn in their ECD into the office at the start of their school day for a period of **30** consecutive school days.

4th Office Referral: Insubordination - The ECD will be confiscated, turned into the school office, and picked up by the **parent** at the end of the school day.

- The student will be required to turn in their ECD into the office at the start of their school day for a period of **30** consecutive school days.
- The student will serve **1** Day of In-School Suspension.

5th Office Referral: Insubordination - The ECD will be confiscated, turned into the school office, and picked up by the parent at the end of the school day.

- The student will be required to turn in their ECD into the office at the start of their school day for a period of **30** consecutive school days.
- The student will serve **3** Days of In-School Suspension.
- An individual student/parent plan may also be implemented when addressing the 5th office referral.

In addition to the above consequences, school officials may conduct a search of the ECD if they have reasonable suspicion that the student was using the ECD to violate the law, school board policies, or school rules. Depending on the nature of the violation, school officials may make a referral to law enforcement officials, and/or commence disciplinary action against the student such as expulsion, suspension, or reassignment. The possession of obscene or pornographic or other illicit material on an ECD will result in a referral to law enforcement officials.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity may be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display cases/areas are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Article 4 – Attendance

Section 1 Attendance

Children who have not turned eighteen years of age are of mandatory attendance age. Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extra-curricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Section 2 Attendance and Absences

The circumstances for all absences from school will be identified as either "School Excused" or "Not School Excused."

A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration.

A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5008.

Excused and Unexcused (or Unresolved) Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused / unresolved absence.

1. ~~Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:~~
 - ~~a. Attendance at a funeral~~
 - ~~b. Illness which causes a student to be absent from school.~~
 - ~~c. Doctor or dental appointment which requires the student to be absent from school.~~
 - ~~d. Court appearances that are required by a court order.~~
 - ~~e. School sponsored activities which require students to be absent from school.~~
 - ~~f. Other absences which have received prior approval from the Principal.~~

~~The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.~~

2. ~~Unexcused and Unresolved Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed. Unresolved absences are considered unexcused unless resolved in a timely manner.~~

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Unexcused Tardy. Unexcused tardies are considered a Group B offense as outlined in the Student Code of Conduct Outline of Offenses and Consequences. **Students who are tardy to**

school may be required to serve a detention after school if the tardy is unexcused.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office and must have a SmartPass before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant. Parents and/or law enforcement may be notified.

Section 3 Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence. For excused absences due to illness or emergency, students will have two school days for each day of excused absence to complete make-up work. If make-up work is not completed, students may receive no credit for the work required. Additional make-up time may be allowed as determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must be in attendance by the start of fifth period on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes performances, contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

~~Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.~~

~~Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:~~

- ~~1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.~~
- ~~2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.~~
- ~~3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.~~
- ~~4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.~~

~~Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides:~~

Loss of Credit (for grades 9-12).

Once a student has reached 10 absences in a given semester the following may go into effect:

Loss of credit:	11-13 days: 1 credit per class
	14-16 days: 2 credits per class
	17-19 days: 3 credits per class
	19+: No credit per class

When a student has exceeded the 10 absences per semester and earns a loss of credit, the student may be given the opportunity to recover the lost credit(s) as scheduled by the guidance counselor and/or principal. The Principal will consider the type of absences before making a determination

for credit recovery. Edmentum Online courses may be used to recover credit. Parents will be regularly informed of excessive absences as per Compulsory Attendance expectations and up-to-date attendance information is available for parents on PowerSchool.

Article 5 – Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. Each teacher will define the grading procedures to be used in their classes. The following scale will be used to assign letter grades and a grade point average from a percent:

<u>General Grade</u> <u>Scale</u>		<u>Honors Grade</u> <u>Scale</u> (value added 10-point scale)	
A+	98.5 and above	A+	96.7 and above
A	94.5 - 98.4	A	93.3 - 96.6
A-	92.5 - 94.4	A-	90.0 - 93.2
B+	90.5 - 92.4	B+	86.7 - 89.9
B	86.5 - 90.4	B	83.3 - 86.6
B-	84.5 - 86.4	B-	80.0 - 83.2
C+	82.5 - 84.4	C+	76.7 - 79.9
C	79.5 - 82.4	C	73.3 - 76.6
C-	76.5 - 79.4	C-	70.0 - 73.2
D+	73.5 - 76.4	D+	66.7 - 69.9
D	71.5 - 73.4	D	63.3 - 66.6
D-	69.5 - 71.4	D-	60.0 - 63.2
F	0 - 69.4	F	0 - 59.9

Section 2 Academic Eligibility

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in the Cozad High School Activity Handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities for one week..
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.

Eligibility lists are created on Friday and apply to the following week's activities beginning on Monday and continuing through Sunday. Students will remain ineligible for the duration of that time. Eligibility is based on semester grades.

Section 3 Academic Success and Student Lounge

Students will have an Academic Success period as a part of their regular education schedule. Students will report to their assigned Academic Success classroom each day during the designated period and will be expected to engage in academic work. Students who are in good academic standing, who maintain appropriate attendance and positive behavior may be permitted to participate in the Student Lounge Privilege that is held in the Student Commons during their Academic Success period.

Section 4 Academic Support Programs

Academic Support Programs are intended to provide time and support to students who are failing one or more classes or who may have missing assignments. Students who are failing in one or more classes on a given Friday may be required to attend the After School Academic Support Program on the designated day(s) the following week. Students shall be informed if they are expected to attend and session dates and times will also be announced to students each week.

Section 5 Graduation Requirements (including Class Rank)

It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade point average (G.P.A.) shall be maintained for the 9th through 12th grades. Courses taken prior to 9th grade are not considered for G.P.A. purposes.

Pass/fail grades will be assigned to those courses in which students are granted credit when they begin attending Cozad Community Schools.

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. Students who transfer into the school district will be eligible to be included in class ranking. Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking.

To participate in commencement exercises or receive a Cozad Community Schools' diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

The three students with the highest GPA will be the graduation speakers. In case of ties for the top three spots, all students tied for the top three will be given the right to speak at graduation.

High School Seniors who have completed the necessary graduation requirements for Cozad Community Schools, including attending graduation practices and are eligible for May graduation, are permitted to participate in the graduation ceremony. Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified in a

timely manner. Mid-term graduates and Alternative Education graduates may not participate in the May ceremony.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students must earn 240 total credit hours in order to graduate from high school. Required courses and credit hours that students must complete in order to qualify for the Cozad High School Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
English:	8 semesters and/or at least 40 credit hours
Science	30 Credit Hours
Math	30 Credit Hours
Social Studies	35 Credit Hours *Including Government and Economics
Physical Education	5 Credit Hours
Health	5 Credit Hours
Personal Finance	5 Credit Hours
Electives	90 Credit Hours

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

To be eligible for graduation from Cozad High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Section 6 Commencement Ceremony (from Board Policy)

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

The ceremony may be held virtually if deemed necessary by the Superintendent.

Cozad Community School District students who have not completed all requirements for graduation prescribed by the laws and written policies of the State of Nebraska, and the policies, rules, regulations, standards and lawful directives of the Board of Education, or the Administration of the Cozad Community School District are not eligible for the traditional commencement ceremony. With the exception, any student with identified disabilities, having an IEP stating special education services should continue past the date of that student's normal graduation date, may participate in the commencement ceremony and receive an unsigned diploma.

The administration shall not deviate from this policy unless it is necessary to do so in order to comply with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or an order issued by a court of administrative tribunal with competent jurisdiction.

If a student did not complete all the requirements to participate in the traditional commencement ceremony but has the credits to receive a diploma, the student has two options to receive their diploma:

1. Pick up your diploma from the high school office the Monday after the traditional commencement ceremony.
2. Request to have a special ceremony with family at the board office. Such a request shall be submitted to the High School Principal, upon which a date and time will be determined.

Alternative Education students will also have the option to receive their diploma at a special ceremony with family at the board office or pick up their diploma at the high school office.

Administrative Standards For Participation in Senior Specific Activities:

In order for a Senior student to participate in Senior specific activities during Semester 2 of their senior year, the Senior student:

- Can not be truant during Semester 2 (no Unresolved absences).

- Is required to be passing (D- or above) in all 4th Quarter and Semester 2 courses for which they are enrolled. (Senior specific activities may include but are not limited to Senior Seminar, Senior Cap/Gown Walk at CES, Pen Pal Picnic, Senior Honors Night, Senior BBQ, Senior Class Trip, Senior Breakfast, etc.)
- Is expected to conduct themselves in an Honest, Respectful and Accountable manner and adhere to student conduct expectations outlined in the Student Handbook during Semester 2.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Section 7 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 8 Schedule Changes

Changes to student class schedules will be considered and may be allowed after following these steps:

1. The student must visit with the class instructor and the Guidance Counselor.
2. The student's parents must visit with the instructor and/or the Guidance Counselor regarding the proposed change.
3. A change of class is contingent upon space available, permission from the new instructor, parental/guardian approval and the approval of the Guidance Counselor and/or Principal.

Changes will be made only during the first week of each semester unless approved otherwise by the building principal.. Appropriate documentation (signatures of student, parent/guardian, instructor, Guidance Counselor, or Principal) must accompany these changes. Students are encouraged to complete this process before a new semester begins.

Section 9 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Section 10 Report Cards

Report cards are issued at the end of each semester. For secondary students, letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter unless permission to do so is granted by the principal in extenuating circumstances. All grades are subject to adjustment by the Principal for academic reasons.

Section 11 Parent-Teacher Conferences

Parent-teacher conferences will be held once per semester. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 12 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Students will be recognized accordingly:

1. **MIDDLE SCHOOL HONOR ROLL:** The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as first and second semester. Students will be recognized accordingly: Honor Roll will be awarded quarterly (all our exploratory classes are quarter classes in grades 6-7-8. Students in grades 6-7-8 will be named to the honor roll if they have a 3.25 combined GPA. Students who fail a class are not eligible for the honor roll, regardless of their overall GPA.
2. **HIGH SCHOOL HONOR ROLL:** High school students who achieve all "A s" (4.0) on their report card at the end of each semester will be so recognized; "High Honors": refers to students who maintain an average of 3.7 to 3.99; "Honors" refers to students with an average of 3.4 to 3.69. The numerical value given letter grades are as follows:
 3. A = 4 points B = 3 points C = 2 points D = 1 point

Section 13 National Honor Society

The National Honor Society chapter of Cozad Community Schools is a duly chartered and affiliated chapter of this prestigious national organization. Information regarding admission to and removal from the National Honor Society can be accessed through the high school office and the National Honor Society handbook.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
 - A. Rules for Getting On and Off the Bus
 1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
 2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
 3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.

4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs, and belongings to yourself.
 6. No fighting, harassment, bullying, intimidation, or horseplay.
 7. Do not throw any object.
 8. No eating, drinking, use of tobacco, vapes, alcohol, drugs, or flammables.
 9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
 10. Do not damage the school bus.
 11. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
3. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.
 4. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 5 Threat Assessment

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

- ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. **Obligation to Report Threatening Statements or Behaviors**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. **Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property or while participating at a school activity at any time.

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Section 2 Education and Prevention

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs for students. Further, the District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and

activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Article 8 – Student Conduct Rules

Section I Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

Student Conduct Expectations

Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors. All students are expected to attend school in a manner that is honest, respectful and with behavior that is accountable and conducive to a positive learning environment. **Student use of profanity will not be tolerated.**

GENERAL STUDENT EXPECTATIONS

1. **Backpacks:** Backpacks are not permitted in classrooms. Upon arrival at school, students are expected to immediately place backpacks and/or other personal bags in their school or gym/activities lockers.
2. **Cafeteria and Food/Drink Rules:**
 - A. All food must be consumed in the areas designated by the school.
 - B. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container.
 - C. Students are to use proper manners including eating quietly.
 - D. Students may not throw food or other items.
 - E. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
 - F. Students must treat lunch personnel with respect.
 - G. Food and beverages brought in from outside the school may require permission. This includes highly caffeinated energy drinks, caffeine pods and/or other caffeine consumables. Students will be responsible for contacting the principal for permission to consume outside products at school.
3. **Classroom Behaviors:** Student behavior in the classroom is expected to be honest, respectful, and accountable. Students are expected to:
 - A. arrive at class on time.
 - B. be prepared to participate in class with all necessary materials.
 - C. be considerate and respectful towards others. No profanity.
 - D. remain awake and alert (no sleeping or appearance of sleeping)
 - E. respond promptly to all directions of the teacher; and
 - F. take care of school property and the property of others.

Teachers may establish classroom conduct rules and routines that are specific to their classroom.

4. **Field Trips:** Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.
5. **Initiations and Hazing:** Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.
 - A. Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non approved initiations is subject to discipline as permitted by policy and law.
 - B. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
6. **Telephone Calls:** The school's telephone may be used only with permission of staff.

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur

on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~ and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing **(i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.**
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- ~~f. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.~~

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~ (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~ (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
- b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with

the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept non-duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers

described above.

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
6. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would

interpret as a serious expression of an intent to harm or cause injury to another.

- c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- h. Public indecency or sexual conduct.
- i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the

offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
- o. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- p. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray).

If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

7. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
 - a. Student Appearance/Dress Code: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. School activities uniforms worn during the school day must be approved by school administration. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 1. Clothing, tattoos, or jewelry that advertises or promotes beer, alcohol, tobacco, illegal drugs, or has **images of weapons/ammunition.**
 2. Clothing, tattoos, or jewelry which exhibits nudity, makes sexual references, or carries lewd, profane, indecent, or vulgar double meaning.
 3. Clothing, tattoos, or jewelry that is gang related.
 4. Headwear including caps, hats, hoods and bandannas. ~~inside the school buildings during the regular school day.~~
 5. Headphones (including earbuds, air pods, etc.). Teachers may allow the use of headphones, earbuds, air pods, etc. for learning purposes.
 6. Bare feet (some type of footwear must be worn).
 7. Hairstyles which distract from the learning process or the health and safety for either the student or others.
 8. Any clothing or items attached to clothing that could cause damage to others or school property (pliers/plier holders, chains, etc.)
 9. Shirts, tops, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened.

10. Bare "midriff" (belly button) styles, see-through and low cut tops, halter tops, tank tops or thin-strapped tops (spaghetti straps)
11. Spandex/lycra shorts (form fitting shorts)
12. Coats during school hours unless the student has permission from a faculty member
13. All pants must have a hemline, be worn at the waist in an appropriate manner and must cover all undergarments. The length and/or fit of pants, shorts, skirts, and dresses should be such that they are appropriate and not reflect poorly on the school
14. Any other clothing that the administration deems inappropriate for the school setting.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Continual violations of the dress code may result in more serious disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more serious discipline, up to expulsion.

Students participating in graduation exercises will be expected to dress in a manner that reflects the prestige of the occasion. Blue jeans, T-shirts, shorts,

tennis shoes, flip-flops, and slippers are prohibited. Students shall NOT have any symbol or writing on their cap or gown.

The above-mentioned dress code requirements are for the protection of all students attending Cozad Middle and High Schools and to promote a positive learning environment. All concerns brought to the administration will be evaluated and addressed individually. Coaches and other staff members, in areas of public interscholastic and athletic appearance, may specify additional requirements for dress and grooming.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

9. Academic Integrity.

- i. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- ii. Definitions: The following definitions provide a guide to the standards of academic integrity:
 - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking

a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Students to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
 - (iv) Failure to Contribute to Group Projects. Accepting credit

for a group project in which the student failed to contribute a fair share of the work.

- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- (4) "Artificial Intelligence": Artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using

the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - A. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - B. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - C. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

(5) Sanctions: The following sanctions may occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

- (i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

10. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

11. Law Violations

Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

12. Anti-Bullying:

One of the missions of the District is to provide safe and secure environments

for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

13. Network, E-Mail, Internet, and Other Computer Use Rules:

a. General Rules:

- i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
- ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
- ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).

- iii. Students shall not use or try to discover another user's account or password.
- iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
- vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Due Process

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - 4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 - 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 - 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 - 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable

provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Section 5 Student Code of Conduct Outline of Offenses and Consequences

The building principal is responsible for identifying and determining which group the misconduct applies. For misconduct that may not be specifically identified in this section 5, the building principal will determine appropriate consequences for the misconduct.

GROUP A

Being in an unauthorized area

Graffiti on body or clothing

PDA (Public Display of Affection

*Improper care of school equipment

**Tardy

***Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing) or violation of backpack expectations

****Theft under \$5.00

*****Food/drink/**products** outside authorized areas ~ Food/drink/**products** brought in from outside the school without proper permission. **This includes highly caffeinated energy drinks, caffeine pods or other caffeine consumables, etc. Students will be responsible for contacting the principal for permission to consume outside products at school.**

*****Traffic Violation

GROUP A CONSEQUENCES

1st offense - Verbal Warning

2nd offense - Contact with parents

3rd offense - Detention

4th offense and beyond - One or more of the following options (detention, work with school personnel, ISS, STOSS, LTOSS, parent conference, parent visitation) **Special**

circumstances:

*Tardiness handled according to stated policy

**Tardiness handled according to stated policy

***Students will remove inappropriate clothing, and a parent/guardian must pick up the inappropriate clothing. (Time will be made up equal to the time out of class.)

****Replace item and detention

*****Confiscation of food/drink, or taken to the commons, or taken to the nearest trash receptacle.

*****Prevent students from driving on school property, and possibly contacting appropriate law enforcement agencies.

GROUP B

Unexcused Tardy to School
Lying to school personnel
Disrespectful/Rude/Insubordinate/Defiant attitude directed toward a staff member
Disturbance of a school function
In an unauthorized vehicle during lunch
Leaving school grounds without permission
Obscene language or gestures
Tampering with school records, bogus pass
Threatening to do bodily injury to someone other than school employee
Graffiti on school property
*Cheating
** Theft over \$5.00
***Inappropriate use of the computer

GROUP B CONSEQUENCES

1st offense - detention
2nd offense and beyond - one or more of the following consequences (detention, work with school personnel, removal from class via ISS during the problem class or lunch time, ISS, STOSS, LTOSS, parent/guardian conference, parent/guardian visitation).
* Cheating-Student receives a 0% on the assignment
**ISS
***Lose the right to use computers for internet/email purposes

GROUP C

Repeated violations of the rules above
Hazing
Fighting
Inappropriate racial remarks
Truant (missing all day)
Skipping (missing less than all day)
*Use/Possession of Tobacco
*Use/Possession of Nicotine Delivery Systems (Vape Devices)
**Sexual Harassment Policy

GROUP C CONSEQUENCES

One or more of the following consequences (ISS, STOSS, LTOSS, expulsion recommendation, parent/guardian conference, contact appropriate law enforcement agency when applicable, parent visitation)
*Refer to Tobacco Section
**To be handled in accordance with Board Policy

GROUP D

Physical assault on school personnel or other student

Verbal assault/obscene language directed toward school personnel or other student
Bomb threats
Damage to school or private property
Major injury to any student caused by a student Use of violence, force, coercion, threat, substantial interference with school purposes
Stealing or threat to obtain money or anything of value
False fire alarms
Causing fires
Engaging in activity forbidden by law
*Possessing a weapon Policy

GROUP D CONSEQUENCES

One or more of the following consequences (STOSS, LTOSS, Recommendation for expulsion, Notification of appropriate Law Enforcement agency, parent/guardian conference, parent visitation)
*Handled according to State/Federal Law (refer to Board Policy)

GROUP E

Possession and/or consumption of any drug, alcohol, or look alike drug at school

GROUP E CONSEQUENCES

~~First offense: Refer to Board Policy~~
~~Second offense: Refer to Board Policy~~
~~Third offense: Refer to Board Policy~~

Consequences for possession and/or consumption of any drug, alcohol or look alike drug at school would be determined by administration. Determinations would be based on school board policy and state statute. Law enforcement may be involved in addressing matters involving possession and/or consumption of any drug, alcohol or look alike drug at school.

Article 9 – Student Fees Policy

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and

sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Jeremy Yilk, MS/HS Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Jeremy Yilk, MS/HS Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Lyndee Koch, MS Guidance Counselor Dawn Beans, Teacher & HS 504 Coordinator
Homeless student laws	Children who are homeless	Sera Shoemaker, District Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Dan Endorf, District Superintendent

The Coordinators may be contacted at: 1710 Meridian Ave, Cozad, Nebraska 69130, 308-784-2745.

Section 3 Multicultural

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live

successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to

inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.

~~A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

~~The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.~~

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or

parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational

decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

~~Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:~~ Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

~~Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:~~ The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

~~Right of Parents to Inspect Instructional Materials:~~ Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

~~Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings:~~ The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings

which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the

~~school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:~~

~~The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).~~

~~Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,~~

~~Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).~~

~~Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.~~

~~In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.~~

~~Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:~~

- ~~1. Political affiliations or beliefs of the student or the student’s parent;~~
- ~~2. Mental or psychological problems of the student or the student’s parent;~~
- ~~3. Sex behavior or attitudes;~~
- ~~4. Illegal, anti-social, self-incriminating or demeaning behavior;~~
- ~~5. Critical appraisals of other individuals with whom the student has close family relationships;~~
- ~~6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~7. Religious practices, affiliations, or beliefs of the students or the student’s parent;~~
- ~~8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

Section 9 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same



COZAD COMMUNITY SCHOOLS

Home of the Haymakers

free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.



REQUIRED FORMS

The forms on pages 63-70 of this Handbook must be completed by both the student and parents/guardian and returned to the Middle School or High School office at the beginning of the school year or upon enrollment.

These forms are required for all students.



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



STUDENT NAME _____ **GRADE** _____

STUDENT PROFILE INFORMATION

School Year 2026-2027

Student's Name: _____

Parent's Preferred Home Phone Number: _____

Parent's Email addresses: _____

Home Address: _____

Father's Name: _____

Employer: _____ Employer Phone: _____

Father's Cellphone: _____

Mother's Name: _____

Employer: _____ Employer Phone: _____

Mother's Cellphone: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Physician's Name: _____



Parent's Signature: _____



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



STUDENT NAME _____ **GRADE** _____

EMERGENCY MEDICAL (RELEASE) INFORMATION SIGN-OFF SHEET

1. I/we have read the policies concerning activities found in the Activities Handbook and understand them fully. I/we agree that my/our son/daughter will abide by these policies while he/she is involved in activities of Cozad Middle School and/or High School and that the school and its sponsors/coaches will follow these policies.
2. I/we further understand that should there ever be a time whereby I/we have a question regarding these policies or if my/our son/daughter has not been in accordance with these policies, a conference may be requested with school personnel - Principal, Activities Director and/or Coach/Sponsor - to discuss the matter further. Complete due process procedures for NSAA policies are available from the Activities Director.
3. I/we understand the **school carries NO insurance** of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally.
4. **(Please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the school has information on special insurance policies for athletic participation.)**
5. I/we hereby give my/our consent for our son/daughter to accompany any school group of which he/she is a member on any of its local or out of town trips. I/we authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel.



Parent/Guardian Signature _____ **Date** _____

MEDICAL INFORMATION SIGN-OFF

Please complete the following Emergency Information

Parent's Address _____

Home Phone # _____

Mother's Work Phone # _____ Father's Work Phone # _____

Emergency Contact Name _____

Phone Number _____

Physician's Name: _____

Phone Number: _____

Hospitalization Insurance (Type, Group and ID#): _____

History of Diabetes YES NO

History of Epilepsy YES NO

Please List Any Allergies to Sulfa, Penicillin, Latex, etc.: _____



Parent /Guardian gives permission to administer anesthetic and/or emergency treatment as required:

Parent/Guardian Signature _____ **Date** _____

****My child's medical history from school records may be shared with supervising coaches & staff members.**



2026-2027 Cozad High School Counseling Information and Consent

Introduction:

Cozad Community Schools are committed to providing quality education to its students. In an effort to achieve this goal, parents/guardians or school staff may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better navigate their social, emotional, academic, and professional lives. There is no cost for counseling services provided at Cozad High School.

Provisions of Services:

It is a goal of the Cozad High School Counselors to obtain parent/guardian written permission for all students in order to make our services available to them. Services include intake assessment, short-term counseling, individual counseling, crisis intervention, group counseling, and referrals as needed. School counseling services are aimed to be most effective in the students' education and socialization within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication treatment, which are not the responsibility or liability of the school counselor. As school counselors, there may come a time where our services may not be sufficient for a child. At this point, referring a student to a Clinical Mental Health Counselor is best. At that time, parents will be called to discuss this transition.

Benefits:

Utilizing the school counselors at Cozad High School can help improve a student's ability to relate with others, provide a clear understanding of themselves, in addition to identifying values, goals, and an ability to deal with everyday stress. The counselors also help students prepare for plans after high school, rather it be continuing their education, entering the workforce, or beginning a military career.

Confidentiality:

In order to build trust with the child, the school counselor will keep information confidential with some possible exceptions. The counselor is required by law to share information with the appropriate authorities, given the circumstance at hand:

- Presenting a serious danger to self or another person
- Evidence or disclosure of abuse (physically or sexually) or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The counselor will make the child aware of these limits of confidentiality. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign an additional release of information form.

Contact Information:

Jordan Haarberg (HS)	jordan.haarberg@cozadschools.net	(308) 784-2744
Daniel Revelo (HS)	daniel.revelo@cozadschools.net	(308) 784-2744
Lyndee Koch (MS)	lyndee.koch@cozadschools.net	(308) 784-2746



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



STUDENT NAME _____ **GRADE** _____

Cozad High School Counselor Consent

Student Name: _____

Parents/Guardians Name _____

I, _____, am the legal parent/guardian of _____.

I have read and understand the terms of the Cozad High School Counselors Informed Consent.



Please Check One:

_____ I give permission for my student to receive individual and/or group counseling services while attending Cozad High School. (If your child is invited to join a recurring group, you will receive additional information at that time.)

_____ I choose to decline school counseling services for my child at this time.

Please Initial Below:



_____ I understand that myself or my student may withdraw or request counseling from the school counselors at any time with parent/guardian consent.

Custodial Parent/Guardian Signature: _____ **Date:** _____

Daytime Phone: _____ **Cell Phone:** _____

Email Address: _____



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



NAME: _____



Class of: _____

Student and Staff RESPONSIBLE USE AGREEMENT

2025-2026

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Cozad Community School provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Users of the Cozad Community School network and devices are required to adhere to state and federal law and board policy. The following Student/Staff Responsible Use Agreement is based on district policy and regulations. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

Staff/Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
 - Not distribute private information about others or themselves.
 - Not record or share photos, videos or other representations of others without their permission.
 - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - All staff and students must obtain approval from the technology department for the use of any personal devices, including personal computers, to access our network. If approved, it is the responsibility of users to maintain the security of their personal devices when accessing school resources and the network.
 - Staff members intending to purchase devices requiring network connectivity must also seek approval/guidance from the technology department.
 - Student use of personal or school owned devices in the classroom only if authorized to do so by the teacher. Again, no personal devices can be connected and used on the school network without the permission/approval of the technology department and building administrator.
 - Student use of personal or school owned devices only in appropriate and professional manners.
 - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy, damage or alter data, devices or equipment that do not belong to them.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Not intentionally attempt to avoid or bypass content filtering.
3. Respect and protect the intellectual property of others.
 - Be informed and follow correct and legal copyright rules and practices.
 - Be ethical in citing sources and not plagiarize, cheat or copy the work of others
 - Misuse of artificial intelligence (AI) for cheating and plagiarism is prohibited, as it undermines the principles of academic integrity, fairness, and personal growth that are fundamental to our high school community.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher or school official.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.



COZAD COMMUNITY SCHOOLS

Home of the Haymakers

- Not send spam, phishing emails, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, SnapChat, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided classroom rules, district policies, and the school's code of conduct are followed. **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
 - Stressing the importance to staff and students of building a positive online presence.
 - Integrating digital citizenship instruction and modeling across the curriculum.
 - Using social media in the classroom and as a district to promote learning and engagement.

NO EXPECTATION OF PRIVACY

Because the District owns the device, students have no expectation of confidentiality or privacy with respect to the device. The District may, without prior notice or consent, log into, view, monitor, collect or record the use of the device and any corresponding technology tools at any time for any reason or no reason at all. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

VIOLATION OF EXPECTATIONS

Any student who fails to abide by the rules specified by District staff, Board policies, Student Handbook, and the terms of this Agreement may immediately lose technology privileges. A student who loses technology privileges will be required to complete coursework in another manner (such as hard copies). If a student loses his or her technology privileges, that decision shall be final and not subject to appeal.

DAMAGE TO OR LOSS OF DEVICE

By signing this Agreement, the parent and student understand, acknowledge, and agree that they are responsible for any damage, theft or loss of the device, other than normal wear and tear. The parent and student hereby acknowledge and agree that they will be financially responsible for any damage beyond normal wear and tear as determined by the District, in the District's sole and absolute discretion. Further, the parent and student hereby acknowledge and agree that they are solely responsible for the risk of loss of the device and will be financially responsible for the replacement cost, as determined by the District, for any device that is lost or stolen.

I HAVE READ THIS AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS AND CONDITIONS.

Date: _____

Date: _____

Parent Name

Student Name



Parent Signature

Student Signature

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.



STUDENT NAME _____ **GRADE** _____

COZAD MIDDLE AND HIGH SCHOOL STUDENT HANDBOOK PARENT/STUDENT SIGN-OFF SHEET 2026-2027

A. Cozad Middle School/High School Parent and Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Cozad Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.



Student's Initials

I have reviewed and understand the Parent and Student Handbook, including the district drug and alcohol policy.



Parent's Initials

I have read the Parent/Student Handbook, including the district drug and alcohol policy and reviewed it with my child.

B. Cozad Community Schools Haymakers Activity Handbook

The Cozad Activities Department will provide a positive, life changing experience to our students to maximize their potential and represent the community of Cozad in a first class manner.



Student's Initials

I have reviewed and understand the Haymaker Activities Handbook.



Parent's Initials

I have read the Haymaker Activities Handbook and reviewed it with my child.

C. Cozad Community Schools Student and Staff Responsible Use Agreement

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Students will adhere to the following policy at school, at home, and any online activities.



Student's Initials

I have reviewed and understand the Responsible User Agreement.



Parent's Initials

I have read the Responsible Use Agreement and reviewed it with my child.

FINAL SIGNATURES FOR SIGN OFF FORM



Student's Signature

Date



Parent's Signature

Date



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



STUDENT NAME _____ GRADE _____

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Cozad Community Schools is available on the internet at <https://www.cozadschools.net/>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by August 21, 2026. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.



- ☐ Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.
- ☐ I prefer a paper copy of the Handbook.
Name: _____

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Cozad Community Schools. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.



Date: _____

Date: _____



Student's Signature _____

Parent or Legal Guardian's Signature _____



**Cozad Community Schools
Alternative Education Program (AEP) Handbook
2026 - 2027
WORKING DRAFT**

Legend

Yellow Highlighted Text = New / Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals or reflective of Board Policy change.



Cozad Community Schools Alternative Education Program (AEP) Handbook

AEP Directory

Sandra Burke - AEP Teacher

Daniel Revelo - AEP HS Guidance Counselor

Lyndee Koch - AEP MS Guidance Counselor

Joshua Asche - MS Principal

Corey Fisher - HS Principal

Dr. Dan Endorf - District Superintendent

Introduction

Cozad High School and Cozad Middle School, Cozad, Nebraska

All students attending Cozad Community Schools are expected to abide by the **Cozad Middle-High School Student-Parent Handbook**. This document is specific to the Cozad Community Schools Alternative Education Program and should be considered as an addition to the regular education handbook.

Cozad Community Schools Alternative Education Program (AEP) is intended to help students who are experiencing difficulties in the traditional classroom setting. Students may be considered for AEP at the High/Middle School due reasons that impede their ability to be successful in the traditional classroom setting and being at risk of not graduating from high school. Students enrolled in this program must adhere to the expectations outlined in the **Cozad Middle-High School Student-Parent Handbook** and the expectations outlined in this document. Enrollment will be limited to ten high school students and two middle school students at any given time in a scheduled session (morning or afternoon). Enrollment determinations are based on the availability of space, supervision, and need. The district's administrative team makes the final determination regarding placement into and removal from the Alternative Education Program.



Cycle/Schedule

The AEP team will make individualized recommendations and plans for students' placement into the program and the duration of their placement. The AEP team may consist of the AEP teacher, Administrative representative (Building principal, SPED Director), Parents/Guardians, and guidance counselors or school psychologists as needed. There will be a morning and afternoon session. The morning session will run from 9:00 AM-12:00 PM. The afternoon session will run from 12:30 PM - 3:15 p.m. Students will follow their schedules and plan accordingly. During 2:00 PM early dismissals students will follow a 9:00 AM-11:00 AM schedule and 12:00 PM-1:50 p.m.

Classroom Operation

AEP students will be provided with a laptop and all other course materials necessary to complete their individual course of study. Students will use online learning platforms such as Edmentum and MyPath. There may be other platforms or online programs used. High School students will be assigned the necessary core and elective academic courses to meet the district graduation requirements in order to earn their diploma. Additional elective credits can be obtained through the work-study program where students may earn credits through work experiences. Class schedules will follow the district calendar and students will follow individual schedules as determined at the time of enrollment into the Cozad AEP.

Classroom Standards

Respect- Students are expected to conduct themselves and treat others with a common courtesy. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program.

Responsibility- Follow classroom rules and expectations and be ready to learn. Student responsibility is to be an active learner. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program.

Accountability- Communication and cooperation with other students, the classroom teacher and school staff are expectations. This includes substitute teachers. Failure to uphold these standards may result in disciplinary action that can include dismissal from the Alternative Education Program.

School Activities and Graduation Participation

Students who are enrolled in the Alternative Education Program are not permitted to participate in extracurricular and co-curricular activities. Students who are enrolled in the Alternative Education Program are not permitted to participate in the regular education commencement ceremony but may be permitted to participate in an alternative commencement ceremony as determined and scheduled by school administration.



Attendance

Attendance expectations for all students, including students enrolled in the Alternative Education Program, are outlined in the **Cozad Middle-High School Student-Parent Handbook**. Students are expected to maintain strong attendance in the Alternative Education Program. Students will follow their individualized learning plan as it relates to arrival and dismissal times. Attendance is a vital part of a student's success in school. Parents/Guardians are expected to inform the high school office if their student is going to be late or absent from school. Parents are also expected to inform the high school office if their students need to leave early on a given day. Failure by the parent to communicate student absences to the school can result in absences that are not school excused and possibly a loss of credits.

Cozad High School (308) 784-2744

Cozad Middle School (308) 784-2746.

Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program. Students will be considered absent if the parent/guardian does not contact the middle or high school office.

Expectations

The Alternative Education requirements center on three factors: Attendance, Behavior, Academic Progress

Attendance:

The program's operational framework includes attendance expectations that are communicated by the school at the time of enrollment. During each semester AEP students should work to have no unexcused/unresolved absences from class or unexcused/unresolved tardies from class. Infractions may result in consequences that can include removal from the alternative education program. An absence or tardy can be excused only by a parent or guardian, doctor's note or school administrator's permission.

Behavior:

Students must demonstrate a willingness and ability to adjust to the program's behavior requirements. Students will have an individualized behavior plan if determined necessary by the team. Students will be expected to demonstrate an acceptable level of participation, cooperation, and civility at all times while on school grounds. All school rules and regulations, as outlined in the **Cozad Middle-High School Student-Parent Handbook**, apply to students participating in the alternative education program, in addition to the specific requirements outlined here. Students will not be permitted to have cell phones on their person during class time. Students may access cell phones before class, after class and during breaks as approved by the teacher.



Academic Progress:

The purpose of the alternative education program is for students to acquire enough credit to earn a diploma or gain remedial education skills so they can return to the traditional school environment. Students desiring entrance into the AEP must understand that the program is designed to be an alternative way to learn, not as an alternative to learning. Academic progress is required and expected. Individual academic plans will be made by the team when students are entering the program. Students' academic expectations follow the **Cozad Middle-High School Student-Parent Handbook**. High School students will be expected to earn the required amount of credits to meet the district graduation requirements.

Exiting the program:

Students will only be able to exit the program if they have met the individualized team plan for re-entry into the traditional classroom or met graduation requirements. The district's administrative team makes the final determination regarding placement into and removal from the program.

Violations of Classroom Expectations and Consequences

Students may be suspended from school for violations of the **Cozad Middle-High School Student-Parent Handbook**.

Transportation

It is the responsibility of the parents and students to arrive at school on time each day. The AEP will be held at the Cozad Middle/High School located at 1710 Meridian Ave. Transportation outside of morning and afternoon bus routes will not be provided.

Counseling Services

Counseling services will be available for students in Cozad AEP.

Special Education / Section 504

Students who have an Individualized Education Plan (IEP) or a Section 504 Plan will receive the accommodations and/or modifications that are defined in their individual plan.



Food Services

Students attending the Cozad Alternative Education Program will have access to the school's hot lunch program. See **Cozad Middle-High School Student-Parent Handbook** for more information.

Daily Schedule

The AEP Teacher will have the following schedule.

Contract time 7:45-4:00

- Teacher Plan Time 8:10-8:55 a.m. (NO STUDENTS)
- Morning session 9:00-12:00
 - **Maximum of 10 HS age students and 2 MS age students**
- Lunch 12:00-12:30
- Afternoon session 12:30-3:15 p.m.
 - **Maximum of 10 HS age students and 2 MS age students**

Students will follow their education plan and will be placed in one of the appropriate sessions.



COZAD ALTERNATIVE EDUCATION PROGRAM STUDENT/PARENT AGREEMENT & CONTACT INFORMATION 2026-2027

Student

I have read and understand the expectations outlined in the Cozad Middle-High School Student-Parent Handbook and the Cozad Alternative Education Program Handbook. I understand and agree that if I violate the expectations outlined in the handbooks, I will be subject to disciplinary consequences that may include dismissal from the program. I understand that dismissal from the AEP program could result in my returning to the regular classroom.

Student Signature

Date

Parent/Guardian

I have read and understand the expectations outlined in the Cozad Middle-High School Student-Parent Handbook and the Cozad Alternative Education Program Handbook. I agree to support this student in his/her efforts to meet their academic goals. I understand and agree that if my child violates the expectations of the AEP, he/she may be subject to disciplinary action that may include dismissal from the program. I understand that dismissal from the AEP program could result in my child returning to the regular classroom.

- ☐ I understand that it is my responsibility to contact the school to check on my child's progress.
- ☐ I understand that it is my responsibility to notify the school when my child will be absent.
- ☐ I understand that my child expected to adhere to the rules and expectations defined in both the Cozad Middle-High School Student-Parent Handbook and the Cozad Alternative Education Program Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Contact Information:

Address:

Home Number: _____

Work Number: _____

Cell Number: _____

Parent/Guardian Email Address: _____

This section will be completed by school administration.

School Administrator Signature

Date

Legend

~~Red Text With Strikethrough~~ = Text from previous handbook to be removed for 2026-2027. Most of the red text with strikethrough line was a directive from Perry Law.

Yellow Highlighted Text = New / Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals or reflective of Board Policy change.

Blue Text = New text for 2026-2027. Most of the blue text is from Perry Law. The blue text on the signature forms at the end of the handbook is the color we use on the form each year and not a directive from Perry.

The table of contents and other organization of this handbook will be completed once the draft is approved by the School Board.

Cozad Elementary and Early Education Student/Parent Handbook PK-5th

2026-2027



Mission:

Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision:

Cozad Creates Success

Students, their families, and potential employees of Cozad School District are hereby notified that the Cozad Elementary School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Cozad Elementary School compliance with Title II, Title VI, Title IX and/or Section 504 may contact: Dr. Dan Endorf, Superintendent

Elementary Leadership Personnel

Principal: *Justin Dowdy*

Dir. of Teaching and Learning/Assistant Principal: *Taylor Jenner*

Dir. of Student Services/Assistant Principal: *Teressa Schneider and Jackie Anderson*

Administrative Assistant: *Brenna Richie*

Administrative Assistant: *Amy Mohler*

School Guidance Counselor: *Amber Ross*

Title I Coordinator: *Courtney Arends*

Elementary Office Phone: (308) 784-3462 - Preschool Office Phone: (308) 784-3381

STUDENT - PARENT HANDBOOK OF COZAD COMMUNITY SCHOOLS **2026-2027**

TABLE OF CONTENTS

Foreword

	Page
Section 1	Welcome
Section 1	Intent of Handbook
Section 2	School Calendar
	5
	6
	7

Article 1 - Mission and Goals

	Page
Section 1	Mutual Respect
Section 2	Complaint Procedures
	8
	8

Article 2 - School Day

	Page
Section 1	Daily Schedule
Section 2	Shortened Schedule
Section 3	Severe Weather and School Cancellations
Section 4	Open-Closed Campus
Section 5	Supervision Responsibility Before/After School
Section 6	Elementary and Preschool Specific Information
Section 7	Curriculum and Assessment (Preschool)
	9
	10
	10
	11
	11
	12
	16

Article 3 - Use of Building and Grounds

	Page
Section 1	Visitors
Section 2	Smoke-Free Environment
Section 3	Care of School Property
Section 4	Lockers
Section 5	Searches of Lockers and Other Types of Searches
Section 6	Video Surveillance
Section 7	Recording of Others
Section 8	Prohibition on Cell Phones
Section 9	Student Valuables
Section 10	Bulletins and Announcements
Section 11	Copyright and Fair Use
	18
	19
	19
	19
	19
	20
	20
	21
	21
	21
	22

Article 4 – Attendance

		Page
Section 1	Attendance	22
Section 2	Attendance and Absences	23
Section 3	Make-up Work	23
Section 4	Attendance is Required to Participate in Activities	24
Section 5	Truancy	24

Article 5 - Scholastic Achievement

		Page
Section 1	Grading System	25
Section 2	Promotion and Retention	26
Section 3	Interim Reports	26
Section 4	Report Cards	26
Section 5	Parent-Teacher Conferences	26
Section 6	Honor Roll	26

Article 6 - Support Services

		Page
Section 1	Special Education Services	26
Section 2	Students with Disabilities: Section 504	28
Section 3	Health Services	29
Section 4	Transportation Services	31
Section 5	Threat Assessment	32

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Drug-Free Schools	35
Section 2	Education and Prevention	35
Section 3	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	36

Article 8 - Student Conduct Rules

		Page
Section 1	Purpose of Student Conduct Rules	36
Section 2	Forms of School Discipline ●Short-Term Suspension ●Long-Term Suspension ●Expulsion ●Emergency Exclusion ●Other Forms of Student Discipline ●Student Conduct Expectations ●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment ●Additional Student Conduct Expectations and Grounds for Discipline ●Student Appearance ●Inappropriate Public Displays of Affection ●Law Violations ●Anti-Bullying ●Network, E-Mail, Internet, and Other Computer Use Rules	38
Section 3	Due Process	49
Section 3	Student Code of Conduct and Consequences	51

Article 9 – Student Fees Policy

		Page
Section 1	Student Activity Fees	61

Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	61
Section 2	Designation of Coordinators	62
Section 3	Multicultural	62
Section 4	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	62
Section 5	Notification of Rights Under FERPA	63
Section 6	Military Recruiters	65
Section 7	Combined District and School Title I Parent and Family Involvement	65
Section 8	Student Privacy Protection Policy	67
Section 9	Homeless Students	69
	Acknowledgment of Receipt Form	70

Cozad Community Schools Student-Parent Handbook
2026-2027 School Year

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than August 21st, 2026.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Dan Endorf
Superintendent

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Cozad Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://cozadschoolsboardpolicies.weebly.com/>.

Section 2 School Calendar

COZAD COMMUNITY SCHOOLS

2026-2027

School Year

No School

No School for Students

Last Day of Quarter/Semester

No School, PTC, 10 am to 6 pm

First & Last Days

Early Dismissal

5 New Teachers

6-11 Teacher Prof Development

12 First Day of School

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School

4 Teacher Prof Development

18 Early Dismissal, 2 pm

7 No School

16 Early Dismissal, 2 pm

30 Early Dismissal, 2 pm

SEPTEMBER 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3 Early Dismissal, 2 pm

17 Early Dismissal, 2 pm

18-19 No School

26 Parent Teacher Conferences (10 am - 6 pm)

1 Parent Teacher Conferences (10am-6pm)

2 No School

20 Early Dismissal, 2 pm

16 End of Quarter

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Early Dismissal, 2 pm

12 No School

17 Early Dismissal, 2 pm

26-29 No School

12 End of Quarter

4 Early Dismissal, 2 pm

12 Teacher Prof Development

18 Early Dismissal, 2 pm

25-27 No School

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Early Dismissal, 2 pm

19 Teacher Prof Development

2 No School -- One Acts

4 Early Dismissal, 2 pm

21-31 No School

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 Early Dismissal, 1 pm

8 Commencement

18 Last Day of School (11 am Dismissal)

19 Teacher Prof Development

Certified Staff Days

Aug	18	Jan	20
Sept	21	Feb	18
Oct	21	Mar	20
Nov	18	Apr	22
Dec	13	May	13

Total Staff Days 184

Student Days

Aug	14	Jan	19
Sept	21	Feb	17
Oct	20	Mar	20
Nov	17	Apr	21
Dec	13	May	12

Total Student Days 174

Article 1 – Mission and Goals

Section 1 Mutual Respect

The Cozad Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member, peers, or insubordination on the part of students will not be tolerated.

Section 2 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.
Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
2. Conditions Applicable to All Levels of Complaint Procedure
All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.
3. No Retaliation
The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Article 2 – School Day

Section 1 Daily Schedule

	Elementary	Early Education Center
Doors Open	7:30 a.m.	7:40 a.m.
School Begins	8:00 a.m.	8:00 a.m.
School Ends	3:20 p.m.	3:10 p.m.
After School Study Hall	3:25 p.m. -3:55 p.m. Grades 3-5, as assigned	
Lunch and Recess	<u>Kindergarten</u> Lunch: 10:50-11:20 Recess: 11:20-11:40 Recess: 2:05-2:25 <u>1st Grade</u> 9:45-10:05 Lunch: 11:00-11:30 Recess: 11:30-11:50 <u>2nd Grade</u> Lunch: 11:55-12:25 Recess: 12:25-12:45 Recess: 1:55-2:10 <u>3rd Grade</u> Lunch: 11:30-12:00 Recess: 12:00-12:20 Recess: 1:25-1:40 <u>4th Grade</u> Lunch: 12:15-12:45 Recess: 12:45-1:05 <u>5th Grade</u> Lunch: 12:25-12:55 Recess: 12:55-1:15	<u>Preschool</u> Recess: 10:40-11:10 Lunch: 11:20-11:50 Recess: 2:35-2:55

Section 2 Shortened Schedule

	Elementary	Early Education Center
Doors Open	7:30 a.m.	7:40 a.m.
School Begins	8:00 a.m.	8:00 a.m.
School Ends	2:00 p.m.	2:00 p.m.
Lunch and Recess	Times do not change from daily schedule	Preschool Recess: 10:40-11:10 Lunch: 11:20-11:50

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Inclement Weather Guidelines (Elementary and Preschool)

To ensure the safety and well-being of students during colder weather, the following policy outlines temperature guidelines for outside/inside recess:

- **Windchill Above 20°F:**

Full Outdoor Recess

Students may have the usual length of recess outside. Appropriate winter clothing (coat, gloves, hat, etc.) must be worn.

- **Windchill 10°F to 20°F:**

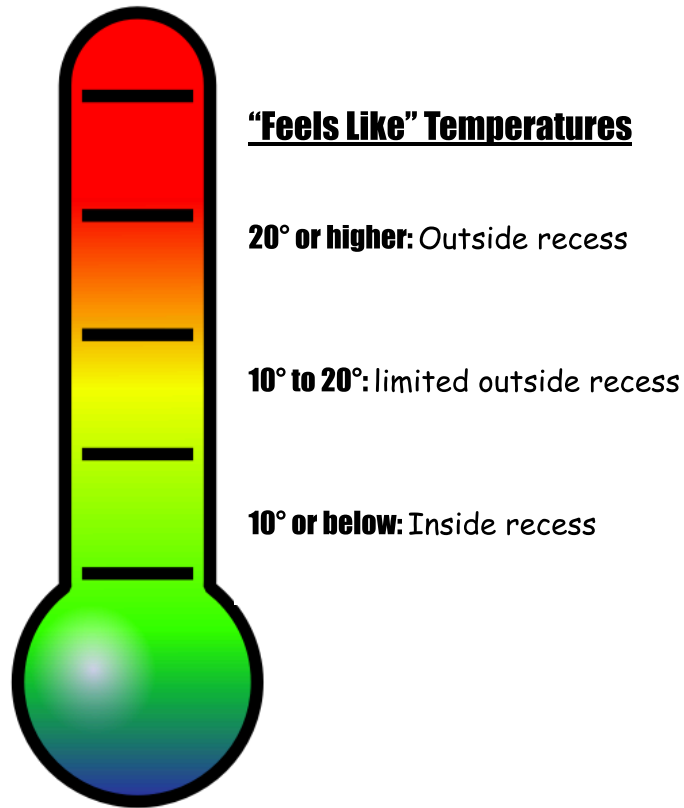
Limited Outdoor Recess (5-10 minutes) or Grade-Level Discretion

Students may go outside briefly or participate in inside recess as determined by the grade-level teams. Proper winter clothing is required to limit skin exposure

- **Windchill Below 10°F:**

Indoor Recess

Recess will be held indoors. Teachers can facilitate activities in classrooms, or designated indoor recess spaces. All spaces must be supervised.



Section 4 Open-Closed Campus

All students are required to remain on campus during the school day. Students are only permitted to leave after a parent or legal guardian signs them out.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building at 7:30 a.m. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the

students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Section 6 Elementary and Preschool Information

A. After School Study Hall

After School Study Hall is a make-up assignment or work completion session for students in grades 3-5 who need additional support completing their grade-level work. This program can be used to help retake tests, finish classwork, or provide extra assistance.

Students who are not meeting the school academic expectations set by Cozad Elementary will be talked to by that classroom teacher to help provide a solution. **Considerations to improve motivation: class rewards, individual incentives, praise reports home, etc.**



Students who are not meeting the school academic expectations set by Cozad Elementary will be talked to for the second time by that classroom teacher. This conversation will be **communicated with parents** to help support the student in their learning.



Students who are continuously failing to meet the academic expectations set by Cozad Elementary will be verbally brought **to the leadership team** to discuss next steps. This conversation will determine the **WHY**, to explain the reason behind the academic expectations not being met.



Students who are determined to be suited for Study Hall will have their parents notified and a scheduled day will be decided on for an after school session with the student’s classroom teacher. This will take place

from 3:25pm up until 3:55 pm. (If this doesn't work for families, other plans will be decided upon with the classroom teacher.) Failure to comply with assigned study hall or failure to work with the school could increase consequences (See Student Handbook)



Students who begin Study Hall will attend **their teacher's classroom** from 3:25pm up until 3:55 pm.



After 4 weeks of Study Hall, the team will meet again to determine the success from the Study Hall program. If the issue is remedied, then the student will stop attending Study Hall. If the student continues to fail to meet the academic expectations set by Cozad Elementary the team will begin to implement consequences to help the student finish the work. (EX. Loss of recess, specials, etc.)

B. Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

C. Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly and respectful conversations
4. Students may not throw food or other items.
5. Students should remain at their tables until they are dismissed.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.
8. Parents may eat lunch with their child. Lunch account deduction or cash will be based on the school's current lunch rate.

D. Candy, Gum, and Food

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

No outside food or drinks are allowed into classrooms without permission from the classroom teacher. Food or drinks that are brought in during the morning must be eaten or drank in the cafeteria prior to the start of school. Food and drinks for birthdays or parties are acceptable, if

cleared by the teacher beforehand. These foods should be prepackaged, store-bought. NO HOMEMADE food will be distributed at school. Please be conscientious of food allergies.

E. Communicating with Parents

There will be frequent written and verbal communication between preschool and elementary staff and families regarding student progress and other pertinent information. Parents will be informed through student progress, classroom and building events through telephone calls, emails, home visits, newsletters, **Apptegy Rooms**, and social media. Please read newsletters, social media and reference school calendars to stay informed about CES, CEEC, and district events designed to include you in your child's education.

F. Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

G. Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student and each grade level.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

H. Lost and Found

All lost and found articles are to be taken to the CES or CEEC lost and found areas. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each quarter or discretion of the building principal.

I. Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

J. Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear **closed-toe, athletic** shoes for P.E.

K. Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not leave the perimeter of the playground to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

L. Police Questioning and Apprehension

School district staff will comply with board policy regarding police questioning of students.

M. Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

N. Therapy Animals

A therapy animal is a pet that has been trained and certified to provide comfort and emotional support to individuals in hospitals, schools, and other settings. These animals do not have the same legal access rights as service animals and are considered visitors or guests, not a necessary accommodation. To maintain a focused, safe, and distraction-free learning environment, therapy animals are permitted only under the following conditions: Therapy animals may not be brought daily or used as personal emotional support animals. The animal is certified by a recognized therapy animal organization (e.g., Pet Partners, Therapy Dogs International). Prior written approval must be obtained from the principal. The animal's presence has a clear educational or emotional benefit for students and aligns with school programming.

Section 7

Curriculum & Assessment (Preschool)

Teaching Strategies GOLD

We use the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning at the foundation of the Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program. Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

Assessment

Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and support for all young children from birth to age five (B-5). Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and disabilities and the social, linguistic, and economic diversity of families within the community.

Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children from birth to age five and their families.

This is accomplished through the completion of the Teaching Strategies Gold Assessment throughout the school year. This assessment is based on observations of children within the classroom. The results of this assessment will be used to inform you of your child's progress in the preschool program. You will receive updates on your child's progress in November and May. The dates may not correspond with other report card dates.

Child Assessment and Program Evaluation

The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation. Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website. Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

Drop off and Pick up Procedure (Preschool)

Preschool parking is available on the east side of the elementary building for pick up and drop off. Please enter and exit the building through the east preschool door.

Sign-In

Each day preschool students must be signed into their classroom. Any notes for the day can be made in the sign-in book or given to the teacher. The staff will sign in students arriving on the bus. We understand that this is a new experience for many children and they may be reluctant to have their parents leave. However, we have found that when parents give their child a reassuring hug and leave promptly after entering the building, it can be less stressful for the child. We ask that when you enter the building you direct your student to either eat breakfast or complete an activity in the flex lunchroom.

Sign-Out

At dismissal, parents must sign their children out for the day. The staff will sign out students leaving on the bus. This helps us assure safety. You will be required to provide the names of people you authorize the school to release your child to. If someone other than the parent will be picking up the child, the staff must have the authorization (written note, phone call, etc.) to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

Home Visits (Preschool)

Home visits are scheduled throughout the school year and are a requirement of the Nebraska Department of Education for children attending preschool. Preschool teachers will work with you to find a convenient time to schedule home visits. Preschool families will participate in two home visits and the option for one parent-teacher conference each school year.

Preschool Enrollment

The following criteria is used to prioritize and determine eligibility for children who are eligible for preschool (CEEC) enrollment. All children will be accepted by date of application based on the following prioritization criteria. After the application deadline admittance to the preschool will be closed unless program capacity has not been reached. At that point, any applications received will be reviewed and eligibility will be based on a first-come, first-serve basis. Students of employees of Cozad Community Schools may receive higher prioritization.

Application Eligibility

Children living in the school district that are ages 3 (with IEPs), 4, and 5 by July 31st, are eligible to apply for preschool enrollment. Application acceptance will begin January 1st and the application deadline will be the first Friday in April. Applications after the deadline will be considered until program capacity is met.

Program Capacity

- 36 total capacity for Cozad Early Education Center.

Children eligible for CEEC enrollment is based on the following criteria in order of priority:

1. 4 year olds with IEPs will receive first priority when living in the district and applying for entrance
2. 3 year olds with IEPs living in the district, based on IEP team decision
3. 4 year olds who are living in the district
4. 5 year olds who turn 6 on or after May 1st living in the district

Mid-Year Enrollment

Children who move into the district during the school year and wish to attend CEEC will be considered if they meet age requirements and there is an opening in the program.

Children who are newly eligible with a disability will be accepted into the program to fulfill the Individualized Education Plan (IEP) if the IEP team determines the program is the best placement for the child and there is an opening in the program.

Preschool Clothing Attire

In preschool, your child will spend a great deal of each day on the floor inside and playing outside. Please dress your child for an active school day. Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. The clothing attire should be suitable for the classroom, school activities, and weather. Students will not be permitted to wear clothing that is inappropriate for school. (See Dress Code Policy)

All children will need a complete change of clothing including underwear, socks, shirt, and pants to be stored in their lockers. Extra clothes are needed even after they conquer potty training. Label your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc. Students will play outside each day unless there is precipitation falling, or the temperature is dangerously cold.

Students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess. Students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day.

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is wet, muddy, or snowy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Other pertinent information will be communicated to parents by mail or by personal contact.

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school

may be limited to ensure a smooth transition. Visits by parents are permitted; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item and may be subject to disciplinary action.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students may be expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computers, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Cell Phones

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement.

~~Students may not use cell phones or other personal electronic communication devices (ECD) (including wearable devices) while at school, except as permitted in this handbook, in a student learning plan, by school administration or for medical reasons. (See Policy #6113)~~

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage to personal ECDs. Students who bring such devices onto school property do so at their own risk of loss and with the understanding that unclaimed devices will be disposed of by the school at the end of the semester.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

School officials may conduct a search of the ECD if they have reasonable suspicion that the student was using the ECD to violate the law, school board policies, or school rules. Depending on the nature of the violation, school officials may make a referral to law enforcement officials, and/or commence disciplinary action against the student such as expulsion, suspension, or reassignment.

With permission from staff, students may use the school's phone to contact parents. Parents or guardians are encouraged to contact the school to relay a message to their child.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display areas are available for school-related and approved materials to be posted and displayed. Announcements for school-related and approved materials may also be posted on **Apptegy Rooms**. Posters and announcements to be used in the halls, in **Apptegy Rooms** or materials for distribution need to be approved by the Principal's office. Displays and announcements must directly affect and be a benefit for students at Cozad Elementary School. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright and Fair Use

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law. (See Policy #5008)

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Section 2 Attendance and Absences

The circumstances for all absences from school will be identified as either “School Excused” or “Not School Excused.”

A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration.

A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5008.

~~Excused and Unexcused (or Unresolved) Absences: An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.~~

- ~~1. Excused Absences: Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:~~
- ~~a. Attendance at a funeral~~
 - ~~b. Illness which causes a student to be absent from school.~~
 - ~~c. Doctor or dental appointment which requires the student to be absent from school.~~
 - ~~d. Court appearances that are required by a court order.~~
 - ~~e. School sponsored activities which require students to be absent from school.~~
 - ~~f. Other absences which have received prior approval from the Principal.~~

~~The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.~~

- ~~2. Unexcused and Unresolved Absences: An absence which is not excused is unexcused. An absence that is unresolved is unexcused unless resolved in a timely manner. If a student's absence is unexcused the student may receive zeros for any~~

~~class work missed during the absence and may be required to make up work and the time missed.~~

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Leaving School or Class. Students who leave school for any reason during the school day must get signed out by parents or guardians before leaving. Upon returning to school that same day, parents must sign students back in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant. If a student leaves school grounds without permission, law enforcement will be called immediately.

Section 3 Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence. For excused absences due to illness or emergency, students will have two school days for each day of excused absence to complete make-up work. If make-up work is not completed, students may receive no credit for the work required. Additional time each student is allowed for make-up work will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. After School Study Hall may be assigned to help students complete their work.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school at least half of the school day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes performance, contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

~~Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately~~

~~cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.~~

~~Excessive Absentecism. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:~~

- ~~1. — One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.~~
- ~~2. — Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.~~
- ~~3. — Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem; supplemented by specific efforts by the school to help remedy any condition diagnosed.~~
- ~~4. — Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.~~

~~Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.~~

Article 5 – Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	87-90	B-	85-86
C+	83-84	C	80-82	C-	77-79
D+	74-76	D	62-73	D-	70-71
F	0-69				

Music, PE, Media/Library and Behavior Grades:

E	94.5-100	E-	92.5-94	G+	90.5-92
G	86.5-90	G-	84.5-86	S+	82.5-84
S	79.5-82	S-	76.5-79	N	76-70
U	0-69				

Kindergarten Standard Based Grading				
0-No evidence	1-Beginning	2-Progressing	3-Proficient	4-Advanced

Each teacher will define the grading procedures to be used in their classes.

Section 2 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 3 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Section 4 Report Cards

Report cards are issued at the end of each quarter. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, unless permission to do so is granted by the principal. All grades are subject to adjustment by the Principal for academic reasons. The report card is one tool designed to aid the parent in determining the progress of the child.

Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held once per semester. There will also be parent nights throughout the year. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 6 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as High Honor Roll
2. Students receiving "A's" and only one "B" for all classes will be classified as Honor Roll.
3. All class grades are figured the same for honor roll status.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation

at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.

2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice or nits, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students may not return to school until they have been fever free without fever reducing medication for 24 hours.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written doctor's request to school.

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan and have a health plan on file.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through fifth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height, and weight. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a notarized affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice or Nits

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice or nits. Children may return to school once it is treated with approved treatment.
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Guidelines for Bed Bugs

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to bed bugs, and involve parents as partners with the school in control efforts:

1. A child who has a live bed bug on their person or their belongings will be sent to the office for further examination. Parents will be notified and education materials will be sent home.
2. If live bed bugs continue to be found on a child, a plan will be made with the parents to help stop infestation at the school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
 - A. Rules for Getting On and Off the Bus
 1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
 2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
 3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
 4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - B. Rules on the Bus
 1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs, and belongings to yourself.
 6. No fighting, harassment, bullying, intimidation, or horseplay.
 7. Do not throw any object.
 8. No eating, drinking, use of tobacco, alcohol, drugs, or flammables.

9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
 10. Do not damage the school bus.
 11. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
-
3. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.
 4. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 5 Threat Assessment

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or

emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- ☐ Review of the threatening behavior and/or communication;
- ☐ Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- ☐ Review of school and other records for any prior history or interventions with the students involved;
- ☐ Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Article 7 – Drugs, Alcohol and Tobacco

7. Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property or while participating at a school activity at any time.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs for students. Further, the District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.

6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

Student Conduct Expectations

Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors. All students are expected to attend school in a manner that is honest, respectful and with behavior that is accountable and conducive to a positive learning environment. **Student use of profanity will not be tolerated.**

General Student Expectations

BE HONEST

→ Tell the truth

- ◆ *At Cozad Elementary School, we are committed to being honest. We admit when we have done something wrong. We tell the complete truth, never omitting important details. We take responsibility for our actions.*

→ Do your own work

- ◆ *At Cozad Elementary School, we are committed to doing our best. We take ownership in our learning and our work. We focus during instruction so our work reflects our learning. We always do our own work and ask for help when we need it.*

→ Do the right thing, even when it is hard

- ◆ *At Cozad Elementary School, we are committed to building character and trust. We show integrity in everything we do. We know what's right. We do what's right. We*

make good choices to be a kind and caring person. We help others do the same.

BE RESPECTFUL

→ Treat others the way you want to be treated

- ◆ *At Cozad Elementary School, we are committed to building a positive school culture. We use kind words and kind actions. We are safe and help others stay safe. We use “I” statements to solve problems respectfully. We encourage each other to build everyone up.*

→ Listen with your Whole body

- ◆ *At Cozad Elementary School, we are committed to being respectful listeners. Our brains are thinking, our eyes are looking, our ears are listening, our bodies are calm, our mouths are quiet, and our hearts are caring.*

→ Follow directions the first time

- ◆ *At Cozad Elementary School, we are committed to being respectful to all adults. We follow the directions the first time and on time. We stop what we are doing, look at the adult, and do what they ask us to do.*

→ Care for property and shared spaces

- ◆ *At Cozad Elementary School, we are committed to keeping a safe learning environment. We put things back where they belong. We pick up after ourselves. We use all tools and materials as they are intended. Our own spaces are neat and clean. We leave places better than we found them.*

BE ACCOUNTABLE

→ Own your mistakes and grow from them

- ◆ *At Cozad Elementary School, we are committed to learning from our mistakes. We see mistakes as opportunities to grow. We take ownership of our wrongdoing by accepting responsibility. We do not give excuses, blame others, or get defensive from our actions. We take ownership in everything we do.*

→ Show up and be ready to learn

- ◆ *At Cozad Elementary School, we are committed to our learning. We come to school prepared and on time. We take care of our business at home and at school. We have and take care of materials and supplies. We have great attitudes about our school and community.*

→ Embrace productive struggle

- ◆ *At Cozad Elementary School, we are committed to doing hard things. We know learning can be hard, so we never give up when things are challenging. We understand the POWER of YET. We use our strategies and brain power to problem-solve before asking for help. By doing the hard things, we learn and grow.*

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal’s designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral **and** written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; (ii) **the reasons for the action taken;** (iii) **the actions taken by the school to attempt to address or alleviate the behavior prior to suspension;** (iv) **resources the school is able to provide or recommend to assist the student;** and (v) **how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.**
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- ~~f. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.~~

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~
 - b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended

immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing

may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended from school, unless the student (1) brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee may implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity may be expelled in accordance with District Policy.

6. Student Conduct Expectations. Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors. All students are expected to attend school in a manner that is respectful and with behavior that is conducive to a positive learning environment. Student use of profanity will not be tolerated.
7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of

discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

- a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- h. Public indecency or sexual conduct.
- i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or

contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
- o. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- p. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

- 8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.

- a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 - i. Clothing or jewelry that advertises, promotes, or depicts alcohol, tobacco, illegal drugs, weapons, or ammunition.
 - ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
 - iii. Headwear including hats, caps, and bandannas.
 - iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
 - v. Clothing or jewelry that is gang related.
 - vi. Bare feet (some type of footwear must be worn)
 - vii. Short-shorts, spandex shorts, or cutoffs
 - viii. Hairstyles which distract from the learning process or the health and safety for either the student or others
 - ix. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
 - x. Pants and shorts worn below the waist so as to expose undergarments

- xi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code may result in more serious disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more serious discipline, up to expulsion.

b. Academic Integrity.

- i. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- ii. Definitions: The following definitions provide a guide to the standards of academic integrity:
 - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for

“open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or

incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
 - (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions may occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or

expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- 1st Offense: Student will be directed to stop.
 - 2nd Offense: Student will be directed to stop, and parents will be notified.
 - 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

10. Law Violations

Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying:

One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

12. Network, E-Mail, Internet, and Other Computer Use Rules:

a. General Rules:

- The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
- Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
 - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - iii. Students shall not use or try to discover another user's account or password.
 - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
 - vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Section 3 Due Process

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or

school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Section 4 Student Code of Conduct and Consequences

Preschool Classroom Behavior Expectations

While attending preschool, children are learning at all times and their behavior needs to be directed in a positive way. Our school district has implemented The Teaching Pyramid: A Model for Supporting Social Competence and Preventing Challenging Behavior in Young Children. We rely on well-planned classroom routines, engaging curriculum, and experienced staff to help children make good choices and interact appropriately with their peers. We provide a quiet place within the classroom for children who need help with their behavior and also time to think about the choices they make. Adults support learning appropriate behavior practices through social stories, visuals, and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self, or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom behavior. For any child who engages in repeated patterns of challenging behavior that clearly interferes with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young Children (PTR-YC) model. In this

Cozad Elementary Code of Conduct

model, all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support. They are treated with respect and dignity. Our goal is to help each child develop internal self-control and problem-solving skills to manage better as they grow and become adults.

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Elementary Code of Conduct and Consequences

Level of Response:

When determining the level of response to a violation of the Code of Conduct, school staff will consider the age of the student, the student's intent, the severity of the circumstances, the level of disruption to the school environment (either during or after the violation), the repeated nature of the situation (if applicable), and any other mitigating or aggravating factors. School response will not necessarily begin at the lowest level indicated for a first offense.

Whenever there is a response assigned to a student behavior, there should be an accompanying intervention to try and teach appropriate behavior to the student. These interventions may be used as preventative measures, or as a student reenters the school/classroom after a suspension.

Repeated Violations:

Concerning a violation at any level, it may be relevant that the student has committed the same, or similar, violation multiple times during the same school year. In such a case, Repeated Violations may be added as a secondary violation. Repeated Violations will not be used as a primary violation or alone. There may be instances of repeated violations that warrant a higher level of response than indicated in this Code.

Law Enforcement Contact

When indicated and appropriate, school officials will contact CPD officers to report school violations that may also be criminal charges. In these instances, school officials will notify parents of that report.

The notification may take place at any point in the investigation that is deemed appropriate based on a variety of circumstances.

Principal Discretion Statement

Based upon a variety of factors, situations and circumstances, the administration reserves the right to make decisions outside of the parameters of this code of conduct and use their best judgment on situations that overlap or cross over various categories. In these instances, decisions will be made in conjunction with district-level administration.

***The list of violations, interventions, responses, and consequences are not intended to be exhaustive.**

Minor Behaviors (Teacher Managed)	
<u>LEVEL 1</u> Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SPED case managers and other members of the team as needed. Level 1 Interventions and Responses are aimed to teach alternative behavior so that students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies <u>LEVEL 1 MTSS Behavior Response</u> 1. Redirect the Student, provide prompts, provide choice 2. Reteach and practice appropriate behavior with the student. 3. Contact Parents (Optional)	<u>Possible LEVEL 1 Consequences</u> • Verbal Correction • Practice and reteach desired behavior • Think Seat/Break from classroom • Work Done: Complete Assignment/After School Study Hall • Loss of Recess/Loss of privilege means losing opportunities that could include extracurricular school activities on or off campus before, during, or after school. • Loss of classroom privileges *Frequency and intentionality are determining factors for Level 1 Behaviors.
<u>LEVEL 1 Violations</u>	<u>LEVEL 1 Consequences:</u>
Blurring Unsafe, but not aggressive behaviors Inappropriate use of tools	Level 1 violations do not need input into Educlimber

Not following adult directions	
Lack of participation or active listening	
Not following Cozad Elementary expected behaviors	
Off Task	
Disruptive behaviors	
Movement in classroom during direct instruction	
1st offense dress code violation	
Cursing (unintentional)	

Minor Behaviors

(Teacher Managed)

LEVEL 2

Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SPED case managers and other members of the team as needed.

Level 2 interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.

Short-term In School Suspensions may be applied due to the severity or chronic nature of an individual behavior. In cases of multiple suspensions, a problem-solving team may be utilized.

A SAT team meeting will be scheduled for continued Level 2 behavior to create a behavior intervention plan

Possible LEVEL 2 Consequences

- [Logical Consequences](#)
- Loss of Classroom privileges
- Think seat/break from classroom
- After School Study Hall
- Loss of Recess Choices
- Partial Loss of Recess
- Alternative Location
- Isolated seating in the classroom
- Removal from classroom

(BIP) for the student. CES will utilize MTSS Framework to problem solve: 1. <u>Identify</u>: What is the problem? 2. <u>Analyze</u>: Why is it occurring? 3. <u>Action Plan</u>: What can be done to solve it? 4. <u>Implement</u>: Who, What, When, Where, How? a.  Cozad Hand Report Template 5. <u>Reflect</u>: What did and did not work 6. Repeat steps as needed <u>LEVEL 2 MTSS Behavior Response</u> 1. Redirect the Student, provide prompts, provide choice 2. Reteach and practice appropriate behavior with the student. 3. Yellow Think Sheet to be completed by student, sent home, and returned with parent signature. 1-on-1 conference with the student. a. State the behavior of the student b. Inform why it is inappropriate behavior c. Affirm the correct, desired behavior d. Practice desired behavior (if necessary) e. Apologize to the victim (verbal or written) 4. Contact Parents via phone, Bloomz, message 5. Logical and Natural Consequences at teacher discretion 6. Send the student to the office for repeated Level 2 behaviors. Enter incident on eduCLIMBER ASAP.	
<u>LEVEL 2 Violations</u>	<u>Level 2 Consequences:</u>
Repeated Level 1 behaviors (within the same week)	Must do: Think Sheet, Parent Contact, Logical Consequences Other consequences vary per violation
Disrespecting adults (talking back, noncompliance, mimicking, inappropriate gestures or language)	
Unsafe, aggressive or intentional behavior towards self or others	

Uncooperative/inappropriate contact with peers (name calling, hurtful language, minor physical incident)	
Disrespecting school property (misuse of items, causing minor damage)	
Dishonesty	
Lying	
Cheating	
Petty Theft (little to no value)	
Intentional disruptions to learning (noises, interrupting, movement during direct instruction, etc.)	
2nd offense dress code violation	
Cursing (at someone or with intent, aggressive language)	
Incomplete Student Work	
Irresponsible use of school internet and technology (not inappropriate)	

Major Behaviors

(Office Managed)

LEVEL 3

Teachers and other staff members will refer students to administrators who will work with the team to identify the appropriate intervention and response.

Level 3 violations will involve the removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In cases of multiple suspensions, a problem-solving team may be utilized.

LEVEL 3 MTSS Behavior Response

1. Send to the office with eduCLIMBER referral
 - a. Call/notify office when a student is coming
2. Administration will conference with the student to reflect, reteach, and rehearse desired behavior.
3. Administration will assign appropriate consequences and will contact the parent or legal guardian. An Admin-Parent meeting will be scheduled if Admin. deems necessary.

Possible LEVEL 3 Consequences

- Loss of Privileges
- Loss of Recess
- Removal from classroom
- Alternative learning location
- ISS
- OSS
- Expulsion
- Consequences lasting multiple days

LEVEL 3 Violations

Level 3 Consequences:

Repeated Level 2 Violations

- Removal from Classroom
- Loss of Privileges
- Alternate Learning Location

Verbal Threats or Vulgar Language towards others

- Loss of Privileges
- Removal from Classroom
- ISS

Leaving School Grounds without permission

- Contact Law Enforcement
- Loss of Privileges
- ISS

Bullying, Threats, or Intimidation	• Alternate learning Location • Removal from Classroom • ISS or STOSS
Lying or Cheating (repeated offense)	• ISS
Inappropriate/ irresponsible use of school internet and technology (vulgar, sexual, abusive, bully)	• ISS • Loss of use of technology
Fighting (kicking, punching, hitting, pushing, shoving, biting, tackling) without intent to harm	• Loss of privilege • ISS or STOSS
Use of ECD (Electronic Communication Device) during the school day	• ECD confiscated and turned into the office. Administration will contact parents/guardians. ECD will be returned to only the parent or guardian.

Major Behaviors

(Office Managed)

LEVEL 4

Who: These situations will be referred immediately to an Administrator and handled swiftly and in collaboration with the entire team and District Office personnel.

Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the long term removal of a student from the school environment due to the severity of the behavior. Such violations may result in long term suspension up to expulsion from school.

LEVEL 4 MTSS Behavior Response

1. Send to the office with eduCLIMBER referral
 - a. Call/notify office when a student is coming
2. Administration will conference with the student to reflect, reteach, and rehearse desired behavior.
3. Administration will assign appropriate consequences and will contact the parent or legal

Possible LEVEL 4 Consequences

- ISS
- STOSS (short term out of school suspension)
- LTOSS (long term out of school suspension)
- Expulsion
- Notify Law Enforcement

guardian. An Admin-Parent meeting will be scheduled if Admin. deems necessary. 4. MTSS Behavior Team will meet to outline an appropriate Behavior Intervention Plan (BIP). This plan will be communicated with parents prior to implementation 5. State-Mandated Incident Reports will be entered on PowerSchool by Administration	
<u>LEVEL 4 Violations</u>	<u>EDUCLIMBER CODE:</u>
Physical Assault on School Personnel	• STOSS or LTOSS
Fighting (kicking, hitting, pushing, shoving, biting, tackling) with Intent to Harm	• STOSS or LTOSS
Verbal Assault/obscene language directed toward school personnel	• ISS or STOSS
Verbal Assault/Threat directed toward any student.	• ISS or STOSS
Bomb Threats	• Expulsion • Notify Law Enforcement
Vandalism to School or Private Property	• ISS or STOSS
Major Injury to Another Student	• STOSS or LTOSS
False Fire Alarms	• STOSS
Engaging in Activity Forbidden by Law	• See Possible Level 4 Consequences
Possessing a Weapon (other than Firearm)	• LTOSS
Threatening with an Object	• ISS or STOSS
Possessing, distributing Alcohol, Drugs, or other Controlled Substances	• Expulsion • Notify Law Enforcement
Repeated Level 3 Violations	• STOSS

Harassment: Verbal, Physical, Sexual, Racial, or Cyber	• STOSS
Theft of High Value items	• Expulsion • Notify Law Enforcement
Illegal use of ECD (Electronic Communications Device)	• Notify Law Enforcement • LTOSS

School Wide Expectations

	<u>Be Honest</u>	<u>Be Respectful</u>	<u>Be Accountable</u>
Assemblies	• Be prepared to listen • Stay in your spot • Participate appropriately	• Quiet feet • Eyes on the speaker • Listening Ears/Voices Off	• Hands and feet to yourself • Remain seated and quite
Playground	• Tell the truth no matter what • Follow the playground and game rules • Be a good sport	• Play fair • Use kind words and actions • Include others	• Hands and feet to yourself • use equipment properly and put it away • Stay where adults can see you • Line up quickly and quietly • Get permission to reenter the building.
Hallways	• Go where you need to go	• Hands and feet to yourself • Walking feet • Voices off • Stay on the right side • Eyes forward • listen and follow adult directions	• Stay in line • Follow expectations even when no one is watching
Bathrooms	• Hands and feet to yourself • No Climbing • Walking feet	• Keep water in the sink • Throw trash away • Give others privacy	• Flush • Wash your hands • Return to class quickly

	• Voices off		
Lunchroom	• Once through breakfast line • Stay in line in your spot • Stick to your lunch choice	• Follow directions the first time • Use quiet voices • Clean your area • Be kind and use your manners	• Use your time to eat • Take what you will eat • Be sure to get all items before sitting
Classroom and Specials	• Do your best • Be prepared to learn • Stay on task	• Listen and follow directions • Raise your hand to speak	• Walking feet • Hands and feet to yourself • Use materials correctly
Before School	• Place your backpacks in your lock • Go directly to the cafeteria or the gym.	• Use appropriate voice level • Appropriate conversations • Follow Hallway Expectations	• Keep your hand and feet to self • Walking Bike on School Grounds
After School	• Take all personal items home including communication folder • Follow all School rules • Go to where you're going right away.	• Follow all School rules • Take your time leaving (do not rush or push your way through)	• Keep your hand and feet to self • Walking Bike on School Grounds

Article 9 – Student Fees Policy

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Dr. Dan Endorf, Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Jeremy Yilk, Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Amber Ross, Counselor
Homeless student laws	Children who are homeless	Sera Shoemaker, Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Dan Endorf, Superintendent

The Coordinator may be contacted at: 1710 Meridian Ave., Cozad, Nebraska 69130, (308)784-2745.

Section 3 Multicultural

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, “directory information” is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s extra-curricular participation;
6. Student’s achievement awards or honors;
7. Student’s weight and height if a member of an athletic team; and
8. Student’s photograph.

~~The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:~~

- ~~1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;~~
- ~~2. School and dates of attendance;~~
- ~~3. Student’s current grade;~~
- ~~4. Student’s enrollment status (e.g. full-time or part-time);~~
- ~~5. Student’s date of birth and place of birth;~~
- ~~6. Student’s extra-curricular participation;~~
- ~~7. Student’s achievement awards or honors;~~
- ~~8. Student’s weight and height if a member of an athletic team;~~
- ~~9. Student’s photograph; and~~
- ~~10. School or school district the student attended before he or she enrolled in Cozad Community Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.

~~A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

~~The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.~~

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Cozad Community Schools Title I

General Description of Title:

Any student, for whom assessments indicate a need for intervention in the areas of reading and math, will receive instruction and assistance that will help them to attain a measure of success in the classroom. This will be accomplished through specific skill-related interventions decided on by the classroom teacher and the Title I coordinator.

Cozad Elementary:

It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive learning environment that enables each child to meet Nebraska State achievement standards.

Cozad Elementary Student:

I know that my education is important to me. It will help me become a better person. I will:

- Give my best effort each school day;
- Be at school on time;
- Have a growth mindset and never give up;
- Help to keep my school a great place to be;
- Follow the school rules of Be Safe, Be Responsible, Be Respectful

Cozad Elementary Parents:

We understand that involvement in my child's education will help his/her success and attitude and will carry out the following responsibilities:

- Make sure my child is understanding their school work;
- Make sure my child gets adequate sleep and a healthy diet;
- Make sure my child gets to school on time;
- Encourage reading with my child each day;
- Support the school in developing positive behaviors;
- Communicate and work with teachers and other school staff to support and challenge my child.

Cozad Elementary Teachers:

We understand the importance of the school experience to all and my role as the teacher and agree to carry out the following responsibilities:

- Teach necessary concepts to all students;
- Be aware of the needs of my students, and do my best to accommodate them;
- Regularly communicate with parents on their child's progress;
- Provide a safe, healthy, and positive environment for my students;
- Respect students as they are;
- Communicate and work with families to support learning.

Contact information: Title 1 Teacher- Courtney Arends: 308-784-3462 courtney.arends@cozadschools.net
Principal- Justin Dowdy: 308-783-3462 justin.dowdy@cozadschools.net

Section 8 Student Privacy Protection Policy

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

~~Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.~~

~~Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."~~

~~Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.~~

~~Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings: The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."~~

~~Protection of Student Privacy in Regard to Personal Information Collected from Students: The~~

~~general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.~~

~~Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.~~

~~Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:~~

~~The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the~~

~~District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);~~
~~Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,~~
~~Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act);~~

~~Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.~~

~~In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.~~

~~Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:~~

- ~~1. Political affiliations or beliefs of the student or the student’s parent;~~
- ~~2. Mental or psychological problems of the student or the student’s parent;~~
- ~~3. Sex behavior or attitudes;~~
- ~~4. Illegal, anti-social, self-incriminating or demeaning behavior;~~
- ~~5. Critical appraisals of other individuals with whom the student has close family relationships;~~
- ~~6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~7. Religious practices, affiliations, or beliefs of the students or the student’s parent;~~
- ~~8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);~~

Section 11 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District’s Homeless Coordinator. A copy of the District’s Homeless Policy is available on the District’s website.

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Cozad Community Schools is available on the internet at <https://www.cozadschools.net/>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 21, 2026**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- ☐ **Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
- ☐ **I prefer a paper copy of the Handbook.**

Name

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Cozad Community Schools. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

LEGEND

~~Red Text With Strikethrough~~ = Text from previous handbook to be removed for 2026-2027.

Yellow Highlighted Text = New/Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals/AD or reflective of Board requests.

Green Highlighted Text = Text that will need updated once information is gathered or hires have been made

****No new updates from Perry Law****

The table of contents and other organization of this handbook will be completed once the draft is approved by the School Board.

Cozad Community Schools
Activity Handbook
2026-2027

Superintendent: Dr. Dan Endorf
High School Principal: Corey Fisher
Middle School Principal: Josh Asche
Activities Director: Jeremy Yilk
Activities Secretary: Roxanne Reyes



<u>Table of Contents</u>

Article 1 - CCS Activities Overview

<u>Section 1</u>	<u>Overview of Programs</u>	<u>Pg. 3</u>
<u>Section 2</u>	<u>NSAA Sportsmanship Rules</u>	<u>Pg. 4</u>

Article 2 -CCS Activities Assignments

<u>Section 1</u>	<u>MS-HS Activity Assignments 2026-2027</u>	<u>Pg. 4,5,6</u>
------------------	---	------------------

Article 3 - CCS Activities Communication Plan

<u>Section 1</u>	<u>Chain of Communication</u>	<u>Pg. 5</u>
<u>Section 2</u>	<u>Coach - Parent Communication</u>	<u>Pg. 6,7</u>
<u>Section 3</u>	<u>Parent Code of Conduct</u>	<u>Pg. 7</u>

Article 4 - CCS Activities Guidelines

<u>Section 1</u>	<u>Academic Eligibility</u>	<u>Pg. 7,8</u>
<u>Section 2</u>	<u>Sports Seasons</u>	<u>Pg. 8</u>
<u>Section 3</u>	<u>Pre-Practice Requirements</u>	<u>Pg. 8,9</u>
<u>Section 4</u>	<u>Practice Regulations During School</u>	<u>Pg. 9</u>
<u>Section 5</u>	<u>Starting, Dismissal, and Length of Practice</u>	<u>Pg. 9</u>
<u>Section 6</u>	<u>Participation and Attendance</u>	<u>Pg. 9,10</u>
<u>Section 7</u>	<u>December Moratorium</u>	<u>Pg. 10</u>
<u>Section 8</u>	<u>Team Selection</u>	<u>Pg. 10</u>
<u>Section 9</u>	<u>Conflicts Between Activities</u>	<u>Pg. 10</u>
<u>Section 10</u>	<u>Changing Activities</u>	<u>Pg. 10,11</u>
<u>Section 11</u>	<u>Lettering Requirements</u>	<u>Pg. 11,12,13</u>
<u>Section 12</u>	<u>Fundraising</u>	<u>Pg. 13,14</u>
<u>Section 13</u>	<u>Insurance</u>	<u>Pg. 14</u>

Article 5 - CCS Activities Dressing Rooms, Equipment, Student Fees, Transportation Protocols and School Dances

<u>Section 1</u>	<u>Dressing Room and Practice Area</u>	<u>Pg. 14</u>
<u>Section 2</u>	<u>Equipment</u>	<u>Pg. 14</u>
<u>Section 3</u>	<u>Student Fees</u>	<u>Pg. 14</u>
<u>Section 4</u>	<u>Guidelines For Use of Weight Equipment</u>	<u>Pg. 15</u>
<u>Section 5</u>	<u>Team Travel</u>	<u>Pg. 15</u>
<u>Section 6</u>	<u>School Dances</u>	<u>Pg. 15,16</u>

Article 6 -CCS Activities Code of Conduct, Discipline, Initiations/Hazing, Secret Organizations

<u>Section 1</u>	<u>Code of Conduct</u>	<u>Pg. 17,18,19</u>
<u>Section 2</u>	<u>Drug & Alcohol Violations & Consequences</u>	<u>Pg. 19,20,21,22</u>
<u>Section 3</u>	<u>Initiations and Hazing</u>	<u>Pg. 22</u>
<u>Section 4</u>	<u>Secret Organizations</u>	<u>Pg. 22</u>
<u>Section 5</u>	<u>Outside Organizations</u>	<u>Pg. 22</u>
<u>Section 6</u>	<u>Student Organizations</u>	<u>Pg. 22,23</u>

Article 7 - CCS Activities Concussion and Injury Information

<u>Section 1</u>	<u>Concussion Information and Links</u>	<u>Pg. 23,24</u>
<u>Section 2</u>	<u>Injuries</u>	<u>Pg. 24</u>

Article 8 - CCS Activities Drug Testing Policy

<u>Section 1</u>	<u>Overview</u>	<u>Pg. 25,26,27,28,29</u>
<u>Section 2</u>	<u>Informed Consent Agreement</u>	<u>Pg. 29</u>
<u>Section 3</u>	<u>Consent to Perform Urinalysis</u>	<u>Pg. 30</u>
<u>Section 4</u>	<u>Activity Drop Form</u>	<u>Pg. 30,31</u>

Article 9 - CCS Activities Disclaimer

<u>Section 1</u>	<u>Guidelines are Subject to Change</u>	<u>Pg. 31</u>
-------------------------	--	----------------------

ARTICLE 1: CCS Activities Overview

Section 1: OVERVIEW OF PROGRAMS

Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students represent all these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

The Cozad Community School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities. A copy of these guidelines can be found at <https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities

Association and rules of Cozad Community Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed. A student's eligibility to participate shall be based upon the student's sex at birth as shown on the student's birth certificate.

Students who represent Cozad Community Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. Every student who participates in an extracurricular activity assumes the risks inherent in such activities.

Section 2: NSAA SPORTSMANSHIP RULES

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. The administration supervising an activity shall have the authority to implement good sportsmanship expectations. Any participant, parent, or spectator who fails to uphold the good sportsmanship expectations may be removed from an event and banned from returning. A complete copy of the NSAA sportsmanship rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

ARTICLE 2: **CCS ACTIVITIES ASSIGNMENTS**

Sections 1: SPORTS AND ACTIVITIES **FALL SPORTS**

FOOTBALL

Head Coach: Jared Crick

Assistants - High School: Trey Botts, Chris Tvrdy, Scott Adkisson, Dreu Young, Conor Young, Kaleb Lussetto, Cale Osborn (V)

8th Head / Assistant: Brian Cargill / Paul Doudney

7th Head / Assistant: Nick Broz / Paul Doudney

VOLLEYBALL

Head Coach: Trysta Asche

Assistants - High School: Lexie Anthony, Alyson Racek

8th Head / Assistant: Stephanie Rush / Tylyn Henry

7th Head / Assistant: Shavonne Schacher / Ashley Osborn

SOFTBALL

Head Coach: Brent Dinslage

Assistants: Courtney Hanson, Grace Boller, Travis Munster (V)

CROSS COUNTRY

Head Coach: Jacob Brummer

Assistants: Nick Auwerda, Daniel Revelo, Anne Burkholder (V)

GIRLS GOLF

Head Coach: Jordan Haarberg

Assistants: Chad Atchison (V)

WINTER SPORTS

GIRLS BASKETBALL

Head Coach: Kip Stephens

Assistants - High School: Amber Ross, Sydney Clifford, Hunter Johnson (V)

8th Head / Assistant: Brent Frauen / Ashley Simpson

7th Head / Assistant: Alisa Favinger / Courtney Hanson

BOYS BASKETBALL

Head Coach: Nick Broz

Assistants - High School: Dillon Higgins, Kaleb Lussetto

8th Head / Assistant: Brent Dinslage / Trey Botts

7th Head / Assistant: Courtney Hanson / Alisa Favinger

GIRLS WRESTLING

Head Coach: Tim Negley

Assistant High School: Erika Brown / Anne Burkholder (V)

7th/8th Head Coach: Barry Mraz

7th/8th Assistant: Lyndee Koch

BOYS WRESTLING

Head Coach: Derek Hammerlun

Assistants - High School: Brian Messersmith, Martin Rascon, Will Craig, Ryan Zoucha (V)

7th/8th Head Coach: Barry Mraz

7th/8th Assistant: Martin Rascon

SPRING SPORTS

BOYS GOLF

Head Coach: Darrel Francescato

Assistant: Smoke Cornelius

GIRLS TRACK

Head Coach: Trey Botts

Assistants - High School: Brian Cargill, Rod Baker, Mason Held, Jared Crick (V), Anne Burkholder (V), Scott Adkisson (V)

7th/8th Head Coach: 

7th/8th Assistants: Shavonne Schacher, Lexie Trimble, Sydney Clifford, Daniel Revelo

BOYS TRACK

Head Coach: Jacob Brummer

Assistants - High School: Brian Cargill, Rod Baker, Mason Held, Jared Crick (V), Anne Burkholder (V), Scott Adkisson (V)

Jr. High Head Coach: Seth Vlasak

Jr. High Assistants: Shavonne Schacher, Lexie Trimble, Sydney Clifford, Daniel Revelo

ACTIVITIES

NATIONAL HONOR SOCIETY

Woody Blackmore, Amanda Rossell

VOCAL MUSIC

Amanda Kidder

DIGITAL JOURNALISM

Heather Schultz

ONE ACT

Kyle Vincent, Mercedes Guerra, Nick Auwerda

WEIGHT TRAINING

Coaches

QUIZ BOWL

Nick Auwerda, Jennifer Walls

SPEECH

Woody Blackmore, Janira Rodriguez

CHEER TEAM

Taylor Wenger, Lunden Groene

DANCE TEAM

Tara Linn, Kristen Wilkins

STUDENT COUNCIL

Dawn Beans

SCHOOL PLAY/MUSICAL

Amanda Kidder, Senja Stephens, Mercedes Guerra

INSTRUMENTAL MUSIC

DeVere Larington

CONCESSIONS

Dawn Beans

SMASH

Jennifer Walls, Samantha Higgins

SPIRIT CLUB

Dawn Beans

TRI-M

DeVere Larington

SKILLSUSA

Dawn Beans

FFA

Brandon Horwart, Isela Horwart

FCCLA

Jessica De La Torre, Yanira Rodriguez

SENIOR CLASS

Dawn Beans, Amanda Rossell

JUNIOR CLASS

Kristen Wilkins, Jennifer Walls

SOPHOMORE CLASS

Jacob Brummer, Derek Hammerlun

FRESHMAN CLASS

Marcie Kostrunek, Yanira Rodriguez

ARTICLE 3:

CCS ACTIVITIES COMMUNICATION PLAN

Section 1: CHAIN OF COMMUNICATION

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student athlete may have a problem(s) or concern(s), he/she should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

1. Student Athlete to Coach
2. Student Athlete and Parent to Coach
3. Student Athlete, Parent, to Coach and Activities Director.

Section 2: COACH - PARENT COMMUNICATION

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Any concerns raised about the coach will be redirected to the coach to address directly with the coach.

Students and parents are expected to communicate professionally with coaches. Any parent who fails to communicate in a professional manner may be asked to leave school grounds.

INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

At the beginning of each season, parents will have an opportunity to and are encouraged to attend a coach, player, parent meeting. At this time, you should become aware of the following:

1. Philosophy of the coach and the expectations the coach has for your child, as well as all the players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements: practices, special equipment, out of season conditioning.
4. Procedure followed should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed following the chain of command below.
2. Notification of any schedule conflict well in advance.
3. Specific questions with regard to a coach's philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. **Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the following list, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Other student athletes.

ELECTRONIC COMMUNICATION

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy for School District Employees for further explanation.

Section 3: PARENT CODE OF CONDUCT

The following list is not a complete code of conduct for you, but it gives you a compass to evaluate your behavior as a sports parent.

1. Positively cheer for your child and his/her team.
2. Show interest, enthusiasm, and support for your child and his/her teammates and coaches.
3. Be in control of your emotions.
4. Remain in the spectator area during games.
5. Help when asked by coaches or officials.
6. Understand that your role is not to coach, but to support as a spectator.
7. Make comments that are positive toward players and coaches of both teams as well as officials.
8. Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
9. Thank coaches, officials, and other volunteers who conducted the event.

ARTICLE 4: **CCS ACTIVITIES GUIDELINES**

Section 1: ACADEMIC ELIGIBILITY

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in our activity handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.
4. Eligibility lists are created on Friday and apply to the following week's activities. Students will remain ineligible for the duration of that time.

Section 2: SPORTS SEASONS

All interscholastic sports are divided into three seasons: Fall, Winter, and Spring. These divisions and the first organized practice dates are set by the NSAA. They will be published in the official school calendar each year.

NSAA Dates for the 2026-2027 School Year are:

<u>FALL</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Football	August 10, 2026	Football Playoffs
Girls Golf	August 10, 2026	State Meet
Softball	August 10, 2026	State Tournament
Cross Country	August 10, 2026	State Meet
Volleyball	August 10, 2026	State Tournament
<u>WINTER</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Wrestling	November 16th, 2026	State Meet
Basketball	November 16th, 2026	State Tournament
<u>SPRING</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>

Boys Golf	March 1st, 2027	State Meet
Track	March 1st, 2027	State Meet

Section 3: PRE-PRACTICE REQUIREMENTS

A. All participants must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):

1. Completed physical exam form
2. Completed NSAA form (Parent Agreement)
3. Concussion Test (If Applicable for Participant)
4. Medical Release Form
5. Drug Testing Policy Consent
6. Off-Campus Transportation Form
7. Pay any fees that might go along with the activity
8. ***\$40 participation fee REQUIRED for all NSAA activity participants***
 - a. *All students who participate in a NSAA sport or activity must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee.*

B. All members of other Cozad Community Schools activities must meet the following requirements:

1. Permission to participate in activities.
 - a. Participant agreement to activity guidelines
 - b. Parent agreement to activity guidelines
 - c. Pay any fees that might go along with the activity

Section 4: PRACTICE REGULATIONS DURING SCHOOL

Practice sessions are essential for preparation in competitive events. School facilities are provided for the enhancement of activity programs. The following behaviors are expected of all students:

1. No student should ever practice or work out using indoor school facilities unless he/she is under the direct sponsorship/supervision of a coach/faculty sponsor.
2. No actions should ever be done by a coach or student to take away from the sport in season.
3. Students are required to attend all practices and contests unless excused by the coach or sponsor.
4. Students must adhere to the student dress code as noted in the student handbook.
5. Coaches may be able to conduct non-mandatory practices on days when school is closed due to inclement weather if administrative approval is obtained.

Section 5: STARTING, DISMISSAL AND LENGTH OF PRACTICE

All starting times of practices will be designed by the individual coach/sponsor with the approval of the Activities Director. All participants are expected to be at practice at the times set by the coach/sponsor. As a general rule, if the participant is in school that day, they should also be at practice after school. Each coach/sponsor will determine the discipline for unexcused absences. The following general guidelines will be followed by all coaches/sponsors:

1. All Cozad High School athletic/activity practices will conclude in time for students to be out of the building by 9:30 p.m.
2. All Cozad Middle School athletic/activity practices will conclude in time for students to be out of the building by 9:00 p.m.
3. Wednesday evening practices will be cut short to allow students to attend church functions. The following guidelines will be followed:
 - a. Activity practices will be organized so that all participants are showered, dressed and out of the facilities by 6:30 pm on Wednesday nights.

4. Saturday evening practice will be avoided if at all possible. Building Principal or Activities Director approval must be obtained prior to scheduling Saturday evening practice.
5. In order for there to be a scheduled Sunday practice, the coach/sponsor must get permission from the Building Principal/Activities Director. The Building Principal/Activities Director must inform the Superintendent and School Board of all Sunday practices. Sunday practices will only be granted for special, extenuating circumstances.

Section 6: PARTICIPATION AND ATTENDANCE

1. **Students must be in school by 10:00 a.m. the day of any scheduled school activity to be eligible to participate in the activity. This includes all school activities (sports contests, competitions, performances, field trips, dances etc). Exception: The absence must be excused by school administration in advance. A school-sponsored activity is an exception.**
2. A team member is not allowed to practice unless he/she is in school one-half day on the day of practice. (Note: one-half day means the student must be in school by 12:00 noon.) Exceptions may be made by the Activities Director or Building Principal if arrangements are made in advance of the student being gone.
3. Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, he/she must contact the sponsor in advance. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance.

Section 7: DECEMBER MORATORIUM

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9-12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school. **The 2026-2027 5-Day Practice/Competition Moratorium is December 23-27.**

Section 8: TEAM SELECTION

The philosophy of Cozad Community Schools is that everyone should be given the opportunity to become a member of any team for which they are eligible. However, because of some circumstances beyond our control the school may have to limit the size of their teams. If circumstances develop that cause the school to release an individual from the team, the coach, participant and Activities Director will have a conference and the student will be informed about why they are released from the squad.

"Team Selection" and "Playing Time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall use the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. **School Representation:** Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. **Success:** Student participants must demonstrate that they can make the activity program more successful, both from the standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skill or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 9: CONFLICTS BETWEEN ACTIVITIES

At the beginning of every athletic season the Activities Director will meet with the sponsors of all activities to go over any conflicts there may be among activities. If conflicts arise among two or more activities over practice or performance times, they will be worked out by the sponsors involved and the Activities Director so that the student(s) affected may be able to benefit from both activities in question. The following is a guideline that may be followed in resolving conflicts among activities:

- A. Competition has priority over practice.
- B. District level competition has priority over regular scheduled competition.
- C. State level competition has priority over District level competition.

Section 10: CHANGING ACTIVITIES

No individual will be allowed to change activities during a season without first having a conference with the sponsors involved and the Activities Director, and input from the Building Principal. From this conference a decision will be made whether the student will be allowed to change activities—If the student is allowed to change activities, he/she will be allowed to practice but will not be able to compete in the new activity for seven school days.

If an individual is cut from a squad because of disciplinary reason by the coaching staff, or if they quit on their own accord after the first varsity contest, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she has quit is completed.

If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.

Section 11: LETTERING REQUIREMENTS

A list of all students eligible for letter awards will be determined by the head coach or sponsor of each activity following the final interscholastic contest of the season. Letters will be awarded by the head coach in accordance with the requirements listed in the activities handbook or at a coach's discretion. Letter requirements may be amended to cover unforeseen situations. A general requirement in all activities is that the participant complete the season in good standing. Injuries may cause a reasonable exception to the requirement. The Activities Director will obtain the required letter certificates and chenille letters. Only one chenille letter will be awarded by the school per individual. Letter certificates will be awarded by the coach or sponsor at appropriate banquets. Certificates of participation should be presented to students who complete the activity season in good standing. Letter winners shall receive one sport pin for each sport they letter in plus a gold bar for each year they letter.

A. LETTER IN BAND

- 1. Be a member of the band for the entire academic year..
- 2. Earn at least a "B" average in band in both semesters.
- 3. Maintain perfect attendance at all required/graded performances:
 - *Marching competitions/parades
 - *Football games/halftime performances (football players are exempt)
 - *Home concerts
 - *District Music Contest
- 4. Earn at least 200 points during the school year, every year.

B. LETTERING IN GIRLS BASKETBALL

- 1. To be eligible, an athlete must play in 60% of available quarters during the regular season, or suit up and participate in the district or state tournament.
- 2. A player must complete the season unless she is injured or ill.

3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

C. LETTERING IN BOYS BASKETBALL

1. Must finish out the season as an eligible student-athlete and member of the team.
2. Practice: No Unexcused absences
3. Play in 70% or more of all varsity games
4. All Seniors who have been out for at least 3 seasons
5. Nomination made by the Cozad Boys Basketball Coaching Staff.

D. LETTERING IN CHEER

1. TBD

E. LETTERING IN CHORUS

1. Participate in all major performances throughout the school year, including concerts and graduation. A student may be excused from above only due to illness or funeral.
2. Be an active and hardworking member of the chorus.
3. In all cases, the participant must have the sponsor's recommendation.

F. LETTERING IN CROSS COUNTRY

1. Contribute to the varsity team score(including pushers) in at least 2 Varsity meets OR successfully complete over 200 miles of running during the summer training period preceding the season (200 mile club)
2. The above requirement may be waived in the case of an athlete who has contributed a great deal to the team.
3. In all cases, the athlete must have the coach's recommendation and finish the season in good standing.

G. LETTERING IN DANCE

1. TBD

H. LETTERING IN FOOTBALL

1. Each athlete that plays at least one snap in 18 or more varsity quarters.(½ the season)
2. Each year there will be an offensive and defensive scout team All-American Award. This is voted on by the coaching staff. Work Ethic, Attendance & Leadership are all taken into consideration.
3. All Seniors that stay out for the entire season regardless of playing time will letter.

I. LETTERING IN BOYS' GOLF

1. An athlete must complete either of the following: Compete in 6 of the 12 Varsity Competitions, earn a medal at a Varsity Competition, or compete at District or State.
2. In order to letter you must complete the golf season, unless injured or ill.
3. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

J. LETTERING IN GIRLS' GOLF

1. Play in all varsity meets except one.
2. Medal in the Dawson County meet.
3. Play in Southwest Conference, District, State.
4. In order to letter, you must complete the above criteria unless injured or ill.
5. The above requirements may be waived on the coach's recommendation.

K. LETTERING IN PLAY PRODUCTION

1. Attend all stage rehearsals and crew calls. (Exceptions will be made due to participation in another school activity or illness.)
2. Attend all competitions.
3. Maintain a speaking role on-stage, a featured non-speaking role onstage, or crew position.
4. Non-speaking or technical members may letter by showing a high degree of leadership and dedication.

L. LETTERING IN SOFTBALL

1. To be eligible, an athlete must participate in a third of the innings played during the regular season, or suit up in the district or state tournament.
2. A player must complete the season unless she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

M. LETTERING IN SPEECH

1. Compete at Varsity Level in all events for six or more competitions per season.
2. Compete in an Ensemble or Individual event at Conference and/or District Speech.
3. Accumulate 75 points (Honors Status) in the National Speech and Debate Association.
4. In all cases, the participant must have the coach's recommendation

N. LETTERING IN TRACK

1. Score point(s) in a Varsity Competition (four or more teams)
2. Participate in at least 7 Varsity Competitions (with 4 or more teams)
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

O. LETTERING IN VOLLEYBALL

1. Play 50% of varsity matches and suit up for districts or State Tournament
2. In order to letter you must complete the volleyball season, unless injured or ill.
3. Any 4-year player who stays out and completes their senior season on the varsity roster despite playing time.
4. The above requirements can be waived in the case that an athlete who contributed a great deal to the team - must have the coach's recommendation.

P. LETTERING IN BOYS WRESTLING

1. An athlete must score 25 points in varsity competition and place in the top four in at least one invitational meet. Points are earned according to how many team points are awarded in tournament competition and in dual competition.
2. A non-varsity participant may earn a letter by scoring 45 points (excluding forfeits) in junior varsity competition and placing first and second in a tournament. Points are scored (earned) in the same manner as in varsity competition.
3. Team captains must complete 15 hours of service with the Cozad Youth Wrestling Program. Non captains must complete 10 hours of service with the Cozad Youth Wrestling program
4. In all cases, the participant must have the coach's recommendation.

Q. LETTERING IN GIRLS WRESTLING

1. Compete as the varsity wrestler in at least 50% of the team competitions or 75% of their individual matches.
2. Must wrestle at least 20 matches
3. Exceptions can be made by the coaching staff for senior or injured wrestlers.

Section 12: FUNDRAISING

All teachers, coaches and sponsors shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fundraising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities, provided the project has the approval of the high school activities director/principal.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the high school activities director/principal for their approval. The approval will be based on the following criteria:

1. Where the funds will be used. Preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established.
2. Quality of the product or suitability of the product sold. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.
3. The number of fund drives per organization are limited to 1 per year unless approved by the High School Activities Director.
4. The Board will not be responsible for any losses incurred. Principals will need to approve locations and subject matter of all posters in the drive.

Section 13: INSURANCE

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

ARTICLE 5:

DRESSING ROOMS, EQUIPMENT, STUDENT FEES, TRANSPORTATION PROTOCOLS AND SCHOOL DANCES

Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES

Each student will be issued a locker to store all school equipment checked out to them, to secure personal property during practice/contests, and to use during physical education classes. The students will be assessed the cost of replacing the lock if it is not checked in as due. The school is not responsible for items lost or stolen. All students will be under the direct supervision of the coach or sponsor in charge while dressing. A student must not linger in the dressing room or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach or sponsor in charge. Students are always to respect equipment and supplies in the training room. Coaches/sponsors offices and equipment rooms are off-limits to all students and student managers unless by a coach's or sponsor's request.

Section 2: EQUIPMENT

1. Cozad Community Schools try to furnish all participants with as much of the equipment needed as is possible. Cozad Community School coaches are confident that the school has proper equipment and in the case of contact sports, the athletes are well protected.

2. All equipment will be checked out to individuals at the beginning of the season by the coach or sponsor in charge. The participant will be responsible for the equipment and should be prepared to pay for the cost of replacement, if it is not checked in at the end of the season in reasonable condition.
3. It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit the activity, he/she will be expected to pay for the cost of replacement.
4. All collections for lost equipment will be handled in the Activities Director's office.
5. No student will be allowed to go out for another activity until they have turned in all equipment checked out to them from any previous school activity.
6. A student will be allowed to wear equipment checked out to him/her only at practices, on game days, and at contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to them. Any request to wear school clothing during the school day must first be approved by the Activities Director.

Section 3: STUDENT FEES

Refer to Cozad Community Schools Board Policy or Website.

Section 4: GUIDELINES FOR THE USE OF THE WEIGHT TRAINING EQUIPMENT

- A. The equipment will be kept in an assigned area and will never be used unless there is an assigned supervisor present.
- B. The equipment will be used for the following purposes and in the following priorities:
 1. Physical education instruction – Physical fitness program or weight training class.
 2. By the sport in season – Program to be designed by the head coach and sponsored by the head coach or his/her assistants.
 3. Athletes who are out for two sports but are in their off-season.
 4. Summer conditioning instruction – for all athletes 9-12 for the coming year.
 5. Adult education instruction – Physical fitness program.
 6. Adult members of the Cozad School District.

Section 5: TEAM TRAVEL

- A. Transportation: Cozad's activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. It is expected that all members of a team return from a contest by the same transportation provided for taking them to the contest. This will promote team camaraderie and unity among the players.
Exceptions: A student may go with his/her parents in case of a family emergency, illness or injury. They may also continue on a trip with his/her parents or their adult designee after a contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.
- B. Dress: Dress of team members should be clean, neat and in good taste.
- C. Meals: When an organization is required or will be away from home all day for a contest, or if the return trip home is exceptionally long, arrangements will be made to feed the members. When and where the members will eat will be decided by the sponsor and activities director. Generally speaking, team members will eat the pre-game meal at home.
- D. When traveling by bus, students should remember the following:
 1. Always be on time for departure
 2. There will be no loud or boisterous behavior.
 3. All riders will remain seated for the entire distance.

4. There will be complete silence when the bus stops for railroad crossings.
 5. There will be no yelling out windows or waving of arms out the window.
 6. No obscene gestures will be allowed.
 7. Students will always exit the bus by using the front door.
 8. Any food or drink may be taken on the bus with permission from the sponsor and bus driver. All trash will be cleaned up upon arrival back to the school. The cleanup will be the responsibility of the students/sponsors/coaches with the trash being thrown away in the proper place.
- E. Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, has been post-concussion tested, and is cleared to return to light aerobic exercise per the return to play protocol.

Section 6: SCHOOL DANCES

A school sponsored dance is a school activity (not part of the general curriculum or school day), subject to all provisions of the Code of Conduct. Attending a school dance is a privilege (not a right) available to those students who meet all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. **Who Can Attend:** Only students from the School District and their guests may attend. Students currently attending the District's High School must meet academic eligibility requirements.
 - a. Students currently attending the District's High School, or another Nebraska high school, are generally considered appropriate dates or invited guests. The Principal may prevent a student from attending if the Principal determines that a student may cause a disruption at the dance or would otherwise distract from the dance itself (such as a student who is serving an expulsion).
 - b. Persons who are younger than a Freshman in HS or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels.
 - d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Students or their guests who engage in inappropriate behavior, whether on or off the dance floor, may be asked to leave.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents or guardians may be contacted.
Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. **Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

Eligibility for Selection as Royalty

Homecoming Royalty

To be eligible for the Homecoming court, students must have earned a varsity letter in at least one sport during their high school years. Voting is conducted via Google Form and is open to all students in grades 9–12. The selection process includes three rounds: an initial vote narrows the field to the top 10 candidates, followed by a second vote to determine the

final 5, and a final vote to select the Homecoming King and Queen. In the event of a tie, high teachers will provide a vote for the tie-breaker.

Mid-Winter Royalty

For Mid-Winter royalty, each participating school organization (such as FCCLA, FFA, SkillsUSA, NHS, Tri-M, One-Act, Speech, Spirit Club, etc.) nominates one male and one female representative. The entire student body (9th-12th grade) then votes through a Google Form to select the Mid-Winter King and Queen.

Prom Royalty

Prom royalty is selected through a two-round voting process. In the first round, seniors nominate five senior boys and five senior girls as King and Queen candidates, while juniors vote for three junior boys and three junior girls as Prom Court candidates. In the second round, all juniors, seniors, and staff vote to determine the Prom King, Queen, Prince, Princess, and Court. Students who have previously been crowned Homecoming or Mid-Winter King or Queen are not eligible to be Prom King or Queen candidates.

ARTICLE 6:

CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND INITIATIONS/HAZING

Section 1: EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants not only represent themselves, but also their school and community in all their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities.

Extracurricular activities mean student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all Sports, Cheerleading, Dance Team, Spirit Club, Pep Band, Vocal, Band, Speech, One-Act, FCCLA, FFA, SkillsUSA, Quiz Bowl, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation as approved by school administration:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (**Note:** Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding District buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, if participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
21. Possessing, using, distributing, or selling caffeine (pouches, pills, melts, etc) during school hours or at any school-sponsored activity or event.

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Section 2: DRUG AND ALCOHOL VIOLATIONS AND CONSEQUENCES

- A. Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is observed, under the influence of, in possession of, or distributing:
 1. Tobacco, Tobacco Substitute (cigars, cigarettes, e-cigs, chew, snuff, vapes, etc.)
 - a. First Offense: The tobacco and its containers will be confiscated and destroyed. The student may not ~~attend or~~ participate in any school ~~activities~~ competitions/performances for two weeks. The student will miss two weeks worth of ~~contests~~ competitions/performances starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of ~~contests~~ competitions/performances carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8.
 - b. Second Offense: The tobacco and its containers will be confiscated from the student and destroyed. The student may not ~~attend~~ participate in any school ~~activity~~ competitions/performances for five weeks. The student misses five weeks of ~~contests~~ competitions/performances before being eligible to participate (may overlap into the next sport/activity). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
 - c. Third Offense: The student will be suspended from all school ~~activities~~ competitions/performances for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
 - d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.
 2. Alcohol
 - a. First Offense: The student may not ~~attend or~~ participate in any school ~~activities~~ competitions/performances for two weeks. The student will miss two weeks worth of ~~contests~~ competitions/performances starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of ~~contests~~ competitions/performances carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8.

- b. Second Offense: ~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of **contests competitions/performances** before being eligible to participate (may overlap into the next sport/activity). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
- c. Third Offense: The student will be suspended from all school **activities competitions/performances** for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
- d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

3. Illegal Drugs

- a. First Offense: The student may not **attend-or** participate in any school **activities competitions/performances** for two weeks. The student will miss two weeks worth of **contests competitions/performances** starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of **contests competitions/performances** carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8.
- b. Second Offense: ~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of **contests competitions/performances** before being eligible to participate (may overlap into the next sport/activity). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
- c. Third Offense: The student will be suspended from all school **activities competitions/performances** for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
- d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

4. Steroids

- a. First Offense: The student may not **attend-or** participate in any school **activities competitions/performances** for two weeks. The student will miss two weeks worth of **contests competitions/performances** starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of **contests competitions/performances** carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8.
- b. Second Offense: ~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of **contests competitions/performances** before being eligible to participate (may overlap into the next sport/activity). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
- c. Third Offense: The student will be suspended from all school **activities competitions/performances** for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
- d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

Any activity offenses or strikes accumulated during middle school will reset upon a student's entry into high school. Students will begin their high school activities participation with a clean disciplinary record under the activities handbook.

Reduction for Participation in Chemical Dependency Program for Third Violation: If the student and parents agree to participate in a school-approved program for chemical dependency, the program must be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for the remainder of their high school career. All costs associated with the program are to be borne by the student/parent or guardian.

Reduction for Self-Reporting: If the student has self-reported, the violation shall be reduced to one week for the first violation.

Self-Reporting. A student who violates the Code of Conduct is highly encouraged to self-report. To qualify as a self-reporter, a student must disclose their rule(s) violation to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The self-report must be made earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must be forthright and honest about their conduct and any questions asked by the administration. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, a self-reporting student may be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to provide the information fully, completely, and honestly. Students may be disciplined for a failure to be honest and forthright.

When Suspensions Begin. All suspensions for competing will begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a Code violation. The coach/sponsor, with the Activities Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Investigation and Appeal

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether a Code of Conduct violation occurred and, if so, whether a consequence will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to the implementation of any consequence, the school official considering the suspension, or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person, by phone, or by other electronic means.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the investigation outcome, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential when determined to be appropriate by the school official.
 - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days, or such additional time as is reasonable following the suspension, the Activities Director or the Activities Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. If the student or student's parent/guardian requests an informal hearing before the Superintendent, then the Superintendent may designate the Activities Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and decide.
 - a. A request for a hearing must be signed or sent by the parent or guardian.
 - b. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days, unless good cause exists to render the decision at a later date. The written decision will be mailed or emailed to the parents or guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending the hearing process.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3: INITIATIONS and HAZING

Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.

Section 4: SECRET ORGANIZATIONS

No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all privileges and maybe be expelled.

Section 5: OUTSIDE ORGANIZATIONS

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Section 6: STUDENT ORGANIZATIONS

The Superintendent shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

- 1) Extend and reinforce the instructional program.
- 2) Give students practice in democratic self-government.
- 3) Develop student morale and support for the school.
- 4) Honor outstanding student achievement.
- 5) Provide wholesome social and recreational activities.

Guidelines for Establishing a New Student Organization

1. Initial Proposal

Interested parties must first meet with the Activities Director to present their idea and discuss the proposed organization's purpose and objectives.

2. Securing a Faculty Sponsor

A staff member must agree to serve as the official sponsor or advisor for the proposed organization. This individual will provide guidance and oversight.

3. Administrative Review

The proposal will be reviewed by school administration to ensure it aligns with the district's policies, values, and educational mission.

4. Board of Education Approval

Final approval must be obtained from the Board of Education before the organization is formally recognized and allowed to operate within the school.

ARTICLE 7:

CCS ACTIVITIES CONCUSSION AND INJURY INFORMATION

Section 1: CONCUSSION INFORMATION AND LINKS

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- A. Require all coaches, sponsors and trainers to complete the following on-line course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
- Concussion in Sports (NFHSLearn.com)
- B. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
- a. The signs and symptoms of a concussion;
 - b. The risks posed by sustaining a concussion; and
 - c. The actions a student should take in response to sustaining a concussion, including notification of his or her coaches.

Return to Learn plus Return to Play equals return to activity. If a student/athlete continues to receive adjustments for academics due to presence of symptoms, they should be considered symptomatic and not be allowed to return to physical activity (practice or weight training).

Once a concussion has been diagnosed by a healthcare professional, we will establish a support system for the student/athlete. This system will involve communication and collaboration with parents, school personnel, coaches, athletic trainers, and other healthcare providers.

Athletes will be given an impact Test to establish their "baseline". This test is administered to students who are 7th through 12th grade in our programs. Each year, we will baseline test all incoming 7th, 9th, and 11th graders as well as athletes new to our programs.

We are using resources provided by the Nebraska Sports Concussion Network. All links are available on the concussion link on our school website. {Link to all on this site}

<http://www.nebsportsconcussion.org/resources/forms.html>

LINKS TO IMPORTANT CONCUSSION INFORMATION AND FORMS: CONCUSSION MATERIALS & RESOURCES

CDC Heads Up - Fact Sheet for Athletes

http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Parents

http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Coaches

http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

Home Instructions for Parents & Concussed Athlete

<http://www.nebsportsconcussion.org/images/pdfs/home%20instructions.pdf>

Return To Learn

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20learn1.pdf>

Return to Play

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20guidelines.pdf>

Return To Play - Written Clearance Form

Refer to the following pages for concussion information. Additional information is available from Activities Director, at the high school office or may be located at <https://www.cozadschools.net/page/concussion-education>

Section 2: INJURIES

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see concussion information above.

ARTICLE 8: **CCS ACTIVITIES DRUG TESTING POLICY**

Section 1: OVERVIEW

The procedure for initial and random drug testing of students in 7-12 Cozad Community Schools activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. Results are reported to the Building Principal or Activities Director. Any activity offenses or strikes accumulated during middle school will reset upon a student's entry into high school. Students will begin their high school activities participation with a clean disciplinary record under the activities handbook.

A. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Cozad Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- (3) to encourage students who use drugs to participate in drug treatment programs
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Cozad Community Schools Schools.

The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

B. SUPPORTING DATA

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of

Vernonia School District 47J (Oregon) v. Wayne and Judy Acton and Pottawatomie v. Earls.

C. DEFINITIONS

Vendor - The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official - The individual hired by the school or district to oversee the drug testing program of the school or district.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance - A substance defined by School policy as being banned from use by students.

Student Participant - A qualified student participating on a sanctioned team as defined by the NSAA, an extracurricular activity as defined by the board.

SAMHSA - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS - Gas Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

D. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of each year/season, or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Cozad Community Schools Code of Conduct and Expectations Informed Consent Agreement** (Section 3). No student may participate until this form is properly executed and on file with the School. A signed consent form from the previous school year will stay on file until a new form is signed.

b. Urine Drug Testing Frequency

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in activities may be subject to urine testing for illicit or banned substances as specified in Section F. Following enrollment, students will be randomly tested on a monthly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test.

c. Testing Pool / Activity Drop Form

The student will remain in the pool through graduation or until they file an “Activity Drop Form”. A student electing to drop out of the pool is ineligible for activities for a calendar year.

d. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Category F below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

E. CONFIDENTIALITY OF RESULTS

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody of the specimen. All drug test results are considered confidential information and will be handled accordingly.

F. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible identified numbers, the Vendor must select the required number of students in a random and confidential manner. Monthly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student numbers will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Cozad Community Schools Students**. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory. All specimens must be initially tested using a highly accurate screening multi-drug test immuno-assay technique.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Amphetamine	Barbiturates	Buprenorphine
Benzodiazepines	Cocaine	Cotinine
Ethyl Glucuronide (Alcohol)	Fentanyl	Marijuana
MDMA (Ecstasy)		

e. Reporting of Random Urine Test Results by Vendor

The vendor will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone or email in a confidential manner to the Designated Official.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Cozad Community Schools Board of Education. However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur *after* notification of the parent:

- (1) The Designated Official, within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. The Designated Official may keep all test results for a period up to one year.
- (2) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within 48 hours from first notification of positive test results. The student must get a Doctor's order to be able to get a second test done on the same sample at a different laboratory. If there is not enough sample to retest, a new sample may be required.
- (3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

~~The student may not attend any school activities for two weeks.~~ The student will miss two weeks worth of ~~contests~~ competitions/performances on the day starting when the school finds out about the positive result or when the student admits to guilt. The penalty of missing two weeks worth of ~~contests~~ competitions/performances carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if a student out for a fall sport fails a random drug test, after the season has ended, he/she will miss the first two weeks worth of competitions/performances in the next activity they go out for or the first two weeks of competition/performances that next fall if they are a one-sport/activity participant.)

c. Second Positive Result

~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of ~~contests~~ competitions/performances before being eligible to participate (may overlap into the next activity - if a student fails a random drug test as a freshman and fails a random drug test again as a senior, it will be a second offense suspension).

d. Third Positive Result

The student will be suspended from all school ~~activities~~ competitions/performances for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.

e. Fourth Positive Result

The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

~~The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment program approved by administration, but will remain on activities probation for the remainder of his/her high school career.~~

f. Self-Report

A student who self-reports, prior to providing a urine sample will comply with the requirements set in section 7b of this policy, except there will be only one week of forfeiture of all **competitions/performances**. The week forfeiture begins on the day of self-report. Self-reports may be used as a *first offense only*, subsequent positives following a self-report will continue to actions stated in 7c and 7d. A student may only self-report one time while a student in the Cozad Community Schools.

g. Prescription Drug Positive

A student that tests positive for a prescription drug, the Parent/Guardian will submit the legal prescription document for the prescribed drug. Upon receipt of this document and recognition of it, the suspension from **activities competitions/performances** will be lifted and no assessment or intervention will be required. A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result.

H. NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Cozad Community Schools Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Cozad Community Schools School Board of Education, to the extent permitted by such subpoena or legal process.

I. ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Cozad Community Schools Students:

Alcohol	Amphetamines	Barbiturates
Benzodiazepines (Valium)	Cocaine	Marijuana
MDMA (Ecstasy)	Methadone	Opiates (Codeine)
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

Section 2: INFORMED CONSENT AGREEMENT

Student Name (Print) _____

Grade _____

Parent/Guardian/Custodian Name (print) _____

Home Phone _____

Work Phone _____

AS A STUDENT:

I understand and agree that participation in activities is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any activity program, I will be

subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice or participate . I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

Student Signature _____

Date _____

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in activities in the Cozad Community Schools. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities. I understand that my son/daughter/ward, when participating in activities, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice or participate.. I have read the consent on the reverse of this form and agree to its terms. I also understand that if my son/daughter/ward has completed their season and does not intend on participating in other activities for the remainder of the year, I may remove them from the random program with a signed Activity Drop Out form. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year. I understand this is binding while my son/daughter/ward is a student within the Cozad Community Schools.

Parent/Guardian/Custodian Signature _____ **Date** _____

Section 3: CONSENT TO PERFORM URINALYSIS

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cozad Community Schools** as approved by the Cozad Community Schools Board of Education. We understand that the collection process will be overseen by a qualified vendor. We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Cozad Community Schools Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Cozad Community Schools Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal/Activities Director and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Cozad Community Schools Board of Education, Cozad Community Hospital and its employees from any legal responsibility or liability for the release of such information and records.

Section 4: ACTIVITY DROP FORM

I, _____ wish to withdraw from

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all activities. I understand, by withdrawing, I can no longer participate in any activities, and I may not receive recognition as a member of these activities programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new consent testing form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL

Student Name (Print)

Parent or Guardian Name (Print)

Student Signature

Parent or Guardian Signature

Date

Date

Activities Director

Date of Receipt

ARTICLE 9:
CCS ACTIVITIES GUIDELINE DISCLAIMER

Section 1: GUIDELINES ARE SUBJECT TO CHANGE

Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the school district social media platforms.

10. **DISCUSS, CONSIDER, AND TAKE ACTION TO APPROVE THE RESOLUTION DESIGNATING VECTOR TRAININGS AS THE APPROPRIATE AND PROPER SOURCE OF TRAINING FOR DISTRICT STAFF DURING THE 2026-27 SCHOOL YEAR, AUTHORIZE THE SUPERINTENDENT TO TAKE ALL NECESSARY STEPS TO ENSURE STAFF TRAINING IN ACCORDANCE WITH NEBRASKA LAW AND RULE 10 AND CONTINUE THE INCENTIVE PROGRAM FOR STAFF THAT COMPLETE TRAININGS PRIOR TO AUGUST 7TH, 2026**

COZAD COMMUNITY SCHOOLS

2026-2027

School Year

No School
No School for Students

Last Day of Quarter/Semester
No School, PTC, 10 am to 6 pm

First & Last Days
Early Dismissal

5 New Teachers
6-11 Teacher Prof Development
12 First Day of School

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School
4 Teacher Prof Development
18 Early Dismissal, 2 pm

7 No School
16 Early Dismissal, 2 pm
30 Early Dismissal, 2 pm

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3 Early Dismissal, 2 pm
17 Early Dismissal, 2 pm
18-19 No School
26 Parent Teacher Conferences
(10 am - 6 pm)

1 Parent Teacher Conferences
(10am-6pm)
2 No School
20 Early Dismissal, 2 pm
16 End of Quarter

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Early Dismissal, 2 pm
12 No School
17 Early Dismissal, 2 pm
26-29 No School
12 End of Quarter

4 Early Dismissal, 2 pm
12 Teacher Prof Development
18 Early Dismissal, 2 pm
25-27 No School

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Early Dismissal, 2 pm
19 Teacher Prof Development

2 No School -- One Acts
4 Early Dismissal, 2 pm
21-31 No School

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 Early Dismissal, 1 pm
8 Commencement
18 Last Day of School
(11 am Dismissal)
19 Teacher Prof Development

Certified Staff Days

Aug	18	Jan	20
Sept	21	Feb	18
Oct	21	Mar	20
Nov	18	Apr	22
Dec	13	May	13
Total Staff Days 184			

Student Days

Aug	14	Jan	19
Sept	21	Feb	17
Oct	20	Mar	20
Nov	17	Apr	21
Dec	13	May	12
Total Student Days 174			

11. **DISCUSS, CONSIDER AND TAKE ACTION ON POLICY 6113, STUDENT USE OF PERSONAL ELECTRONIC DEVICES (ECDs)**

InstructionStudent Use of Personal Electronic Communication Devices (ECDs)

Electronic Communication Devices (ECDs) when used in support of student learning are allowed in Cozad Community Schools according to the procedures included in this document. Students are prohibited from bringing personal technology, including computers, smartphones, network access devices, or other electronic communications devices to school unless such technology is used for instructional purposes and approved by administration. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. When allowed access to the internet or other district communication systems, personal technology is limited to wireless access points on the school campuses. Access to the internet or to other district communication systems from personal technology is not available via hardwire connections. Video game systems and other devices, which serve no educational function, are prohibited.

Cameras and/or video recorders (other than those incorporated into ECDs) are not allowed in school buildings, on school-provided transportation, or at school-sponsored activities without the express authorization in advance by the building principal or designee. The use of any photographic or video equipment, including such equipment incorporated into ECDs, is prohibited without expressed administrative consent.

Personal ECDs are allowed on school property subject to the following:

1. Typically, unless otherwise defined below, student ECDs will be prohibited from connecting to the wireless network due to interference with our 1-to-1 device initiative. Students will be asked to disable Wi-Fi and to disable any hotspot functionality as it causes additional channel congestion on the wireless network.
2. Camera, video, and/or audio recorders will not be used while on school property, at school-sponsored activities, or while on school-provided transportation, without administrative consent.
3. Phones should be kept either turned off, or on silent mode following the rules specified by the classroom teacher.

4. Any ECD containing an integrated camera will be turned off (not simply on silent or vibrate mode) and kept stowed out of sight in locker/dressing rooms or on district provided transportation.
5. When allowed by administration, personal ECDs are only allowed to connect to the filtered, wireless network in the district. Students shall not attempt to circumvent technology protection measures, such as network internet access filtering.
6. Students in grades 6-12 may use personal ECDs at school following administrative guidelines. Buildings may ask students to turn off devices that are not contributing to the learning environment. Guidelines for acceptable use are available in the student handbook.
7. Students in grades Pre-K-5 are discouraged from bringing ECDs to school.
8. Use of ECDs will follow the same network access guidelines as included in the Acceptable Use Agreement. Examples of behavior which is not tolerated includes but is not limited to:
 - Cheating;
 - Bullying or harassment;
 - Displaying, accessing, or downloading obscene or pornographic materials;or
 - Disruption of the learning environment.
9. The consequences for using ECDs in violation of the aforementioned rules, state or federal law, or school board policy are as follows:

For Middle School and High School Students:

1st Office Referral: The ECD will be confiscated, turned into the school office, and picked up by the student from the principal by the end of the day, unless the device is needed longer for examination by school or district IT personnel.

2nd Office Referral: The ECD will be confiscated, turned into the school office, and picked up by the student at the end of the day along with parent contact. A detention will be assigned.

3rd Office Referral: The ECD will be confiscated, turned into the school office, and picked up by the student at the end of the day along with parent contact. The student's

cell phone will be turned into the office during the school day for the next 30 days.

4th Office Referral: Insubordination - 1 Day ISS and parent pick-up of the ECD. The student's cell phone will be turned into the office during the school day for the next 30 days

5th Office Referral: Insubordination - Disciplinary action plus an Individual student/parent plan

Personal electronic devices will remain off and out of sight from 8:05 am-3:25 pm in all buildings. This includes classrooms as well as all common spaces (halls, bathroom, lunch rooms, open blocks and open lunch)

*In addition to the regular school day the phone in student lockers expectation extends to before and after school instructional time except during the passing period at student lockers before lunch. Failure to abide by these expectations will result in personal electronic devices being confiscated by building administrators.

10. In addition to the above consequences, school officials may conduct a search of the ECD if they have reasonable suspicion that the student was using the ECD to violate the law, school board policies, or school rules. Depending on the nature of the violation, school officials may make a referral to law enforcement officials, and/or commence disciplinary action against the student such as expulsion, suspension, or reassignment. The possession of obscene or pornographic or other illicit material on an ECD will result in a referral to law enforcement officials.
11. Cozad Community Schools will not be responsible for the loss, theft or damage to personal ECDs. Students who bring such devices onto school property do so at their own risk of loss and with the understanding that unclaimed devices will be disposed of by the school at the end of the semester.

Date of Adoption: February 16, 2026

12. DISCUSS, CONSIDER AND TAKE ACTION ON POLICY 4271, STAFF CELL PHONES

Personnel--AllStaff Cell Phone Use

Personal cell phones and electronic devices will not be used by staff during duty time unless otherwise permitted by this policy. Staff are expected to remain fully attentive to their assigned responsibilities, including instruction, supervision, and student engagement during the school day, while also reporting offenses to administration.

Limited Permitted Use

Staff may use personal devices only under the following circumstances:

1. *Duty-Free Time Only*: During duty-free lunch and designated planning periods, provided the staff member has no student supervision obligations.
2. *Before/After Student Contact Time*: Staff may use cell phones up to 15 minutes before the start of the student day and 15 minutes after students are dismissed from the day.
3. *Work-Related Necessity*: When the staff member needs to use their phone for a specific work task, provided, the staff member's use of the cell phone may only be for that specific task and for as long as necessary to complete that task.
4. *Emergencies*: Immediate situations involving health, safety, or urgency that cannot reasonably be delayed.
5. *Prior Administrative Approval*: If an administrator gives prior approval, then the staff member may use their cell phone solely for that purpose.

At all other times, cell phone and electronic device use is strictly prohibited. This prohibition includes use during instructional time, social media use, and conducting personal business during the school day. Staff conducting school business are encouraged to use district-issued devices.

13. DISCUSS, CONSIDER AND TAKE ACTION ON POLICY 4140, PROFESSIONAL GROWTH

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Cozad Community Schools system shall give evidence of professional growth as is approved by the school Board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school Board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and ends it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Cozad Community Schools strives to provide its staff with substantial and beneficial professional development over the course of each school year. Participation in these activities provided by the district will provide staff members with 20 of the 24 points required of them in the 6 year cycle. Teachers are then responsible for seeking out and completing one of the professional growth activities listed in this policy to acquire the remaining 4 points.

Procedures for Applying for Growth Credit -

Each semester, a form for submitting professional growth activities will be sent to all teachers. Teachers are responsible for filling out that form to log their professional growth activities. The points designated for each activity will then be added to each teacher's total professional growth points. Teachers may earn more than 24 professional growth points in a 6 year period and those points will be reflected on their professional growth record.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Growth Activities

Cozad Community Schools provided PD	.167 points per Early Out .33 point per whole day ** This gets all teachers to 20 points per cycle. Teachers are then responsible for 4 points from the options below.
College & University Credit	1 credit hour= 4 points (6 credit hours meets requirement per state statute)
Professional Meetings/Workshops/Conferences	1 points per half day
Professional Presentations	2 points
Service as a cooperating teacher for a student teacher	4 points per semester
Service as a mentor teacher for a new teacher	2 points per semester
Service as an appointed or elected officer of a professional organization	2 points
Publication of work in a professional journal	2 points
School visitation or accreditation committee work	2 points

Legal Reference: Neb. Rev. Stat. Sec. 79-830

Date of Adoption: [Insert Date]

14. **DISCUSS, CONSIDER AND TAKE ACTION ON POLICY 5414, IDENTIFICATION OF LEARNERS WITH HIGH ABILITY**

StudentsIdentification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet the following criteria to be identified as a learner with high ability.

- 1) 90th percentile or above in math, reading, language arts, science, or social studies on the norm referenced test outlined in the decision rules for each building OR a score of above average or higher on a cognitive screening test.
- 2) Teacher nomination
- 3) Parent permission

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03
NDE Rule 3

Date of Adoption: July 14, 2025

15. **DISCUSS, CONSIDER AND TAKE ACTION ON POLICIES 1110, 3130, 3560, 5004, 5005, 5006, 5008, 5101, 5205, 8130, AND 8342 PER PERRY LAW RECOMMENDATION**

Thomas M. Haase
James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight
Charles Kaplan
Haleigh B. Carlson
Sara J. Tonjes
Kendall G. Oberheide
Rebecca D. Stading



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

*Also admitted in Iowa
** Also admitted in Kansas

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

MEMORANDUM – 2026 SCHOOL DISTRICT ANNUAL POLICY UPDATES

The Legislature adjourned on April 17th this year. This Memo covers the required policy updates that need to be made this summer.

A. REQUIRED POLICY UPDATES

1. **Policy 1110 (“Bulletin Boards”)**: LB 429 added new requirements for “equal access” to teachers by professional organizations and teacher associations. Policy 1110 has been updated to ensure that qualifying organizations and associations are granted such access under the new law.
2. **Policy 3560 (“Records Management and Disposition”)**: LB 596 updated references in the record retention laws to better reflect current technology and electronic storage capabilities. Policy 3560 has been updated to reflect these changes.
3. **Policy 5004 (“Full-time and Part-time Enrollment”)**: LB 937 refined the part-time enrollment statutes to provide greater flexibility for students participating in national and state activities, such as FFA. Policy 5004 has been updated accordingly.
4. **Policy 5005 (“Student Residence, Admission and Contracting for Educational Services”)**: LB 937 imposes a new requirement that school districts may not disenroll a student who is the subject of a DHHS investigation. Under this new law, if DHHS notifies a school district that a student may be the victim of abuse or neglect, the district cannot facilitate a student’s withdrawal or transfer to a different school. If a parent or guardian attempts to withdraw or transfer the student during this period, the district must notify DHHS. Policy 5005 incorporates these changes.
5. **Policy 5006 (“Option Enrollment”)**: LB 653 amended the option enrollment statutes by requiring the “automatic” acceptance of siblings of option students currently enrolled in a district. Policy 5006 has been updated to reflect this new requirement. Over the next few months, schools should evaluate their option enrollment program and practices to account for these new obligations, as well as review and update option enrollment forms.

6. **Appendix to Policy 5006 (“Option Resolution”):** Similar to the changes made in Policy 5006, the Option Resolution has been updated to reflect the change in LB 653 that removes capacity limitations for option siblings.
7. **Policy 5008 (“Attendance”):** LB 937 amended the student attendance laws to provide that a documented absence from a credentialed health professional shall excuse a student’s absence for that day and not count toward a student’s truancy accumulation. The update to Policy 5008 reflects this change.
8. **Policy 5101 (“Student Discipline”):** LB 653 amended the Student Discipline Act and requires two changes to board policy. First, LB 653 created an exception to the prohibition on suspending young students. Previously, PK-2 graders could only be suspended for bringing a firearm or deadly weapon to school. Now, a PK-2 grader can be suspended for violent behavior. In addition, LB 653 amends the notice requirements for student discipline letters. School administrators should ensure that their student discipline forms and checklists are updated to reflect these new notice requirements.
9. **Policy 5205 (“Graduation”):** Last year, LB 296 amended Nebraska’s graduation statute to provide an exception for students who, at some point during their high school career, were under the supervision of a juvenile court. Policy 5205 incorporates this new statutory exception into the graduation criteria.
10. **Policy 8130 (“Annual Organizational Meeting”):** LB 596 allows each board to designate the method by which they will give advanced public notice of board meetings. The method must be noted in the meeting minutes. At the annual organizational meeting, each board should approve (and note in the minutes) the designated method of giving notice, such as on the district’s website or posting in conspicuous places within the District.
11. **Policy 8342 (“Designated Method of Giving Notice of Meetings”):** LB 596 amends the Open Meetings Act’s notice requirements. Previously, notices of board meetings were required to be published in the newspaper, with several exceptions. Now, notices of regular meetings only need to be published four times per year. Schools that wish to continue publishing monthly notices in the newspaper are free to continue doing so. But for those schools that do not want to be tied to a newspaper each month, notices of the regular meeting schedule need only be published four times a year.

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$15,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$15,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. The purchasing limits or requirements set forth in this policy may be waived in the event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting. ~~These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.~~
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.

6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of goods shall follow the thresholds and procedures set forth above. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing

card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or continuation of such service without prior Board approval when:

- i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
- ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
- iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
 Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. ~~The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.~~
¶
4. ~~Electronic Records. All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school Board may be kept as an electronic record.~~¶
5. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients

of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Neb. Rev. Stat. Sections 84-1201 to 84-1227

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts

Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in Cozad Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, **or admitted to the District pursuant to state law**, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the

educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. **Subject to Paragraph D.9. of this Policy,** students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled; ~~including as applicable State or District-wide assessments, as full-time students.~~
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required

by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. ~~Any student covered by this subsection must enroll in five credit hours through the District in the semester in which the student participates in an extracurricular activity.~~ There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- (c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the

equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;
2. Homeless students. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in

Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS,

whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. Sec. 79-215 (residency and admission)
 Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee
 parent)
 Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
 NDE Rule 19
 LB 937 (2026)

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and Timelines to Option In

For a student to attend Cozad Community Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Cozad Community School District between September 1 and May 15 for enrollment in the following school year **unless otherwise permitted by law**.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline:

The application deadline will not be waived by the School District for applications to option into the Cozad Community School District

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected if the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected if the application is not filed on or before the May 15th immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected if the student has exhausted their number of allowable option enrollments under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines:

The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

C. Priority of Acceptance

Priority shall be afforded to those applications required to be given priority by law, (2) those with a sibling in attendance at Cozad Community Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at Cozad Community Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

A request for release of a resident student or option student currently attending Cozad Community School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process. The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Cozad Community School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The Cozad Community School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

H. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Cozad Community Schools and the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: July 14, 2025

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) **unexcused** absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: [Insert Date]

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard ~~and~~; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

the behavior moving forward, including strategies to maximize the student's continued participation in school..

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
 - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long term suspension; the procedures will be those set forth in the Student Discipline Act.~~ The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~ The notice will include a description of: (i) the

student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court,

or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~ pre-kindergarten through second grade student ~~may~~ shall not be suspended ~~from school~~, unless the student (1) brings a deadly weapon ~~onto~~ school grounds, ~~in a school vehicle, or to a school activity.~~ Instead, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee may ~~shall~~ implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade. A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or may be expelled in accordance with this Policy's disciplinary procedures.~~
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it

occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. **Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.**

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a

school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such

modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved

credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
 - i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay

writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

- 1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the

decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Date of Adoption: [Insert Date]

StudentsGraduation

To participate in commencement exercises or receive a Cozad Community Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Cozad Community Schools must accumulate 240 credits. The total graduation requirements must include the following core curriculum:

English Language Arts	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies	35	Semester Hours
Physical Education/Health	10	Semester Hours
Personal Finance	5	Semester Hours

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law

Legal Reference: Neb. Rev. Stat. Sec. 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: July 14, 2025

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President

- b. Vice President
 - c. Treasurer
 - d. Secretary
- 4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Committees as determined by the BOE
 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings
 - ~~Consider, discuss and take action to select District newspaper(s) of record~~
 - 5. Approval of current Board policies and regulations
 - 6. Designate date for the annual review of BOE policies
 - 7. Dissemination to each Board member of conflict of interest statutes
 - 8. Adjournment

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change. ~~one of the following methods:~~

~~¶~~

~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~

~~¶~~

~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~¶~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

~~¶~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.~~

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: [Insert Date]

16. **DISCUSS, CONSIDER AND TAKE ACTION ON APPROVAL OF COZAD COMMUNITY HEALTH SYSTEM- RANDOM DRUG TESTING PROPOSAL**

HIGH SCHOOL 2022-2023 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	1	0	0	0	1	1	0	1	0	0	4
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	2	0	0	0	0	1	0	0	0	0	3
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	4	1	2	2	2	2	3	3	2	0	21
Total Students Tested	15	14	8	22	14	14	9	21	15	9	141

JUNIOR HIGH 2022-2023 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	2	0	0	0	0	0	0	0	0	0	2
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	0	0	0	0	0	0	0
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	0	0	0	0	0	0	0	0	0	0	0
Total Students Tested	5	5	5	4	3	5	5	5	5	4	46

HIGH SCHOOL 2023-2024 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	1	0	0	0	0	0	0	0	0	1	2
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	1	1
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	2	1	0	0	0	0	3
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	1	1	0	0	2
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	1	0	0	1
Cotinine (COT)	1	2	1	2	3	1	1	2	0	2	15
Total Students Tested	14	13	12	15	15	14	12	14	15	12	136

JUNIOR HIGH 2023-2024 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	0	0	0	0	0	0	0	0	0	0	0
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	0	0	0	0	0	0	0
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	1	0	0	1
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	0	1	0	1	0	0	0	0	0	0	2
Total Students Tested	5	5	5	4	4	5	5	5	5	5	48

HIGH SCHOOL 2024-2025 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	0	0	0	0	0	0	0	0	1	0	1
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	1	0	1	0	0	0	0	2
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	1	0	0	0	0	0	0	0	1
Cotinine (COT)	1	1	0	2	3	1	2	2	1	0	13
Total Students Tested	15	13	15	14	15	13	13	14	15	9	136

JUNIOR HIGH 2024-2025 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	0	0	0	0	0	0	0	0	0	0	0
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	1	0	0	0	0	0	0	1
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	1	0	0	0	0	0	0	1
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	1	0	0	1
Cotinine (COT)	0	0	0	1	0	0	1	1	0	0	3
Total Students Tested	0	4	4	5	5	5	5	5	4	5	42

HIGH SCHOOL 2025-2026 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	0	0	0	0	0	0	0	1	1	0	2
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	0	0	0	0	0	0	0
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	0	3	0	1	4	0	1	0	4	2	15
Total Students Tested	14	14	14	14	14	14	14	12	20	19	149

JUNIOR HIGH 2025-2026 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	0	0	1	0	0	0	0	1	0	0	1
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	0	0	0	0	0	0	0
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	0	0	1	0	0	0	0	1	0	0	2
Total Students Tested	0	5	5	5	5	4	6	4	4	4	42

17. **DISCUSS, CONSIDER AND TAKE ACTION TO CONTRACT FOR PHYSICAL AND OCCUPATIONAL THERAPY SERVICES WITH COZAD COMMUNITY HOSPITAL FOR THE 2026-2027 SCHOOL YEAR**

Occupational Therapy Contract

2026-2027

Cozad Community Schools does hereby agree to purchase occupational therapy services from Cozad Community Physical Therapy, from August 1, 2026, to August 1, 2027. Likewise, Cozad Community Physical Therapy does hereby agree to provide occupational therapy services to Cozad Community Schools, from August 1, 2026, to August 1, 2027.

Cozad Community Schools shall identify and verify the handicapping conditions of any students and notify Cozad Community Physical Therapy of such. Cozad Community Schools shall also notify the parents of any IEP, IFSP, or other meetings as necessary and required by law. Cozad Community Physical Therapy shall evaluate the condition of each student identified and verified by the school and participate in the development of an IEP or IFSP with the school staff, other therapists and series providers, and parents. Occupational therapy services shall then correspond to those services identified on the IEP or IFSP unless amended by the consent of the IEP or IFSP team.

The fees for this service shall match but not exceed the Nebraska Department of Education approved reimbursable rate (\$82/hour OT and \$58/hour COTA) for therapy, meetings, evaluation, and all necessary paperwork including progress notes, IEP, IFSP, and MDT. Mileage reimbursement for Cozad Community Physical Therapy employees required to use their personal vehicles for any school related services will be made at the government specified rate (\$0.725/mile).

Cozad Hospital will bill Cozad Community Schools on or before the last day of each month and payment will be made on and before 25th of the following month, payable to Cozad Community Hospital, 300 E. 12th Street, P.O Box 108, Cozad, NE 69130.

Cozad Community Schools Representative

Erin Chytka

Date

5/8/26

Cozad Community Hospital

Date

Brett D. Kollars

5/8/26

Cozad Community Physical Therapy

Date

Physical Therapy Contract

2026-2027

Cozad Community Schools does hereby agree to purchase physical therapy services from Cozad Community Physical Therapy, from August 1, 2026, to August 1, 2027. Likewise, Cozad Community Physical Therapy does hereby agree to provide physical therapy services to Cozad Community Schools, from August 1, 2026, to August 1, 2027.

Cozad Community Schools shall identify and verify the handicapping conditions of any students and notify Cozad Community Physical Therapy of such. Cozad Community Schools shall also notify the parents of any IEP, IFSP, or other meetings as necessary and required by law. Cozad Community Physical Therapy shall evaluate the condition of each student identified and verified by the school and participate in the development of an IEP or IFSP with the school staff, other therapists and series providers, and parents. Physical therapy services shall then correspond to those services identified on the IEP or IFSP unless amended by the consent of the IEP or IFSP team.

The fees for this service shall match but not exceed the Nebraska Department of Education approved reimbursable rate (\$82/hour) for therapy, meetings, evaluation, and all necessary paperwork including progress notes, IEP, IFSP, and MDT. Mileage reimbursement for Cozad Community Physical Therapy employees required to use their personal vehicles for any school related services will be made at the government specified rate (\$0.725/mile).

Cozad Hospital will bill Cozad Community Schools on or before the last day of each month and payment will be made on and before 25th of the following month, payable to Cozad Community Hospital, 300 E. 12th Street, P.O Box 108, Cozad, NE 69130.

Cozad Community Schools Representative

Date

Erin Chytka

5/8/26

Cozad Community Hospital

Date

Brett D. Kollars

5/8/26

Cozad Community Physical Therapy

Date

18. **DISCUSS, CONSIDER AND TAKE ACTION ON THE 2026-2027 TECHNOLOGY TAKE HOME AGREEMENT**

Cozad Community Schools

2026-2027 Mobile Device Agreement

Please print your last and first name and your grade:

Student: _____ Grade: _____
Last First

Parent email (required) _____

Parent Phone number(s) (required) _____

One Chromebook & charger are being lent to the parents or guardian of the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Cozad Community Schools of Cozad, Nebraska, and is herewith lent to the parents/guardian of the student for educational purposes and only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested by Cozad Community Schools, or sooner, if the student withdraws from Cozad Community Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Cozad Community Schools. By signing the bottom of this document, I agree to follow the Cozad Community Schools' responsibilities and rules at all times while using the school issued device.

****Reminder:** The \$20.00 take-home protection fee is intended to cover accidental damage to the Chromebook. This covers accidents for the device up to \$45.00 for the 26-27 school year. It does NOT cover lost chargers or damage caused intentionally or through misuse. Examples include, but are not limited to, lost chargers, removed keyboard keys, cracked screens caused by hitting or striking the device, engraving or marking on the case, and other intentional damage. Students and parents/guardians will be responsible for the cost of repair or replacement in these situations.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student signature

Date

Parent/Guardian signature

Date

Mobile Device Responsibilities and Rules can be accessed on the school website under Documents-Schools-District Office

Cozad Community Schools Mobile Device Responsibilities and Rules

As your child's parent or guardian, you have been loaned a Chromebook mobile device to improve and personalize your child's education. It is essential that the Cozad Community Schools **Responsible Use Agreement** (RUA) be followed by your child in ALL use of the Chromebook and student online activities to ensure the safe, efficient and ethical use of technology in your child's education. Violations of the Cozad Community Schools RUA or other electronic device policies in the student handbook by your child may result in the loss of student device take-home privileges. In addition, ANY online activity on the part of the student which violates district policy or the student code of conduct may be grounds for the revocation of student device take-home privileges. Such activity may include but is not limited to:

- Mis-using social media or communication tools, including but not limited to bullying, threatening or harassing others.
- Unauthorized transmission or recording of audio or video images of any other student.
- Using the district-owned device or using district-owned or managed accounts or networks in the possession or distribution of inappropriate or pornographic electronic content.
- Using communication software, social networks, playing games or otherwise violating classroom rules while attending class, unless authorized by the instructor or school administrator.

In order for your child to use the Chromebook in class and/or to take it home (take-home only available for 6th-12th graders), you must be willing to accept these responsibilities and terms. In addition, if your child will be taking the device home, we require a \$20 annual take-home use fee, payable to Cozad Community Schools. This fee contributes to repair and maintenance costs for student take-home devices and is not used for any other purpose. Until the fee is paid in full, the student may use the device only while at school.

If the mobile device is lost or damaged, school technology personnel must be informed at the earliest opportunity during normal school hours. Cozad Community Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

Most common repairs are approximately \$45. The first such required repair of the year (up to \$45) will be done free of charge. Subsequent repairs or repairs in excess of \$45 in the same year will be billed to the student. **Please note that loss of the charger and intentional damage is NOT covered by the protection fee.**

In the case of loss, theft, or extensive damage from abuse or negligence which require replacement of the device, the cost may be up to \$220. Such incidents will NOT be covered by the take-home fee and will require that the parent or student pay the full cost of repair or replacement. **Please note that damaged or lost chargers are NOT covered by the take home fee.** Take-home privileges are only allowed for students with no outstanding fees or repair charges.

Parent Responsibilities and Terms:

As the child's parent or guardian, I agree that I...

- Will read the Responsible Use Policy and discuss it with my child.
- Will supervise my child's use of the device at home.
- Will make sure my child charges the device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the device to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet outside of school.
- Will not attempt to repair the device.
- Will report any problems or damage to the device to the building administrator or member of the technology staff.

- Will report loss/theft of the device to school and proper authorities (police) within 24 hours.
- Will not remove any apps or certificates from the device which were provided or distributed by Cozad Community Schools, unless directed to do so by school officials or technology staff.
- Will provide the school with current contact information, including email and phone number(s).
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- Will make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from Cozad Community Schools.

Student Responsibilities and Terms:

As a student attending Cozad Community Schools, I agree that I...

- Will read the Responsible Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Cozad Community Schools Responsible Use Policy and school and district rules and guidelines each time the device is used, at home or at school.
- Will recharge the device nightly and begin the school day with a fully charged battery.
- Will bring the device to school each day and keep it locked in my locker when not using it for a class.
- Will make the device available for inspection by a teacher, administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will follow the practices I am taught to keep myself and my information safe and secure online.
- Will report loss/theft of the device to parents, school and proper authorities (police) within 24 hours.
- Will not use the device to record (audio or visual) others without their permission.
- Will not change or attempt to change the configuration or settings of management certificates.
- Will not attempt to repair, alter or make additions to the device.
- Will report all problems and damage immediately to an administrator or technology staff.
- Will not remove or attempt to remove identification tags on the device or deface with permanent stickers, marking pens, etc.
- Will adhere to the policy of utilizing only my school-issued device, unless explicit approval from the technology department has been granted for the use of personal devices such as personal computers or Chromebooks. Equipment required for IEPs, 504s, medical needs, etc., will be authorized, with the condition that the technology department must be informed for network integration.

19. **DISCUSS, CONSIDER AND TAKE ACTION ON THE 2026-27 TECHNOLOGY RESPONSIBLE USE AGREEMENT**

NAME: _____



Class of: _____

Student and Staff RESPONSIBLE USE AGREEMENT 2026-2027

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Cozad Community School provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Users of the Cozad Community School network and devices are required to adhere to state and federal law and board policy. The following Student/Staff Responsible Use Agreement is based on district policy and regulations. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

Staff/Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
 - Not distribute private information about others or themselves.
 - Not record or share photos, videos or other representations of others without their permission.
 - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - All staff and students must obtain approval from the technology department for the use of any personal devices, including personal computers, to access our network. If approved, it is the responsibility of users to maintain the security of their personal devices when accessing school resources and the network.
 - Staff members intending to purchase devices requiring network connectivity must also seek approval/guidance from the technology department.
 - Student use of personal or school owned devices in the classroom only if authorized to do so by the teacher. Again, no personal devices can be connected and used on the school network without the permission/approval of the technology department and building administrator.
 - Student use of personal or school owned devices only in appropriate and professional manners.
 - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy, damage or alter data, devices or equipment that do not belong to them.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Not intentionally attempt to avoid or bypass content filtering.
3. Respect and protect the intellectual property of others.
 - Be informed and follow correct and legal copyright rules and practices.
 - Be ethical in citing sources and not plagiarize, cheat or copy the work of others
 - Misuse of artificial intelligence (AI) for cheating and plagiarism is prohibited, as it undermines the principles of academic integrity, fairness, and personal growth that are fundamental to our high school community.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher or school official.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.

- Not send spam, phishing emails, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, SnapChat, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided classroom rules, district policies, and the school's code of conduct are followed. **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
 - Stressing the importance to staff and students of building a positive online presence.
 - Integrating digital citizenship instruction and modeling across the curriculum.
 - Using social media in the classroom and as a district to promote learning and engagement.

NO EXPECTATION OF PRIVACY

Because the District owns the device, students have no expectation of confidentiality or privacy with respect to the device. The District may, without prior notice or consent, log into, view, monitor, collect or record the use of the device and any corresponding technology tools at any time for any reason or no reason at all. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

VIOLATION OF EXPECTATIONS

Any student who fails to abide by the rules specified by District staff, Board policies, Student Handbook, and the terms of this Agreement may immediately lose technology privileges. A student who loses technology privileges will be required to complete coursework in another manner (such as hard copies). If a student loses his or her technology privileges, that decision shall be final and not subject to appeal.

DAMAGE TO OR LOSS OF DEVICE

By signing this Agreement, the parent and student understand, acknowledge, and agree that they are responsible for any damage, theft or loss of the device, other than normal wear and tear. The parent and student hereby acknowledge and agree that they will be financially responsible for any damage beyond normal wear and tear as determined by the District, in the District's sole and absolute discretion. Further, the parent and student hereby acknowledge and agree that they are solely responsible for the risk of loss of the device and will be financially responsible for the replacement cost, as determined by the District, for any device that is lost or stolen.

I HAVE READ THIS AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS AND CONDITIONS.

Date: _____

Date: _____

Parent Name

Student Name

Parent Signature

Student Signature

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

20. **DISCUSS, CONSIDER AND TAKE ACTION ON PURCHASE OF SECURITY CAMERAS FOR DESIGNATED AREAS THROUGHOUT THE DISTRICT INCLUDING THE BUILDING PRINCIPAL OFFICE AREAS**



Protex Central, Inc.

Phone: (402) 463-0666

Fax: (402) 463-6057

1239 North Minnesota Ave, PO Box 1467

Hastings, NE 68901

Quote

No.: **50546**

Date: 5/13/2026

Prepared for:
Patty Wolfe (308) 784-2744
Cozad Community Schools
1710 Meridian Avenue
Cozad, NE 69130 USA

Prepared by: Tom Reiber
Account No.: 21777
Phone: (308) 784-2745
Job: CCTV System

Quantity	Item ID	Description	UOM	Sell	Total
----------	---------	-------------	-----	------	-------

Cozad Elementary School - Base IP Camera Equipment

1	Avigilon-ACC7-ENT	ACC 7 Enterprise camera channel http://avigilon.com/acc	EA	\$348.71	\$348.71
---	-------------------	--	----	----------	----------

Middle School Exterior For Bus Barn, front drive for Elementary School and Surrounding Areas

1	Avigilon-24C-H5A-3M H-DP1	3X8MP, WDR, 270 degree max field of view, Lightcatcher, 3.3-5.7MM, with pendant adapter and clear dome cover	EA	\$5,621.95	\$5,621.95
1	Avigilon-WLMT-1001	WALL MOUNT FOR LARGE PENDANT CAMERA	EA	\$140.34	\$140.34
1	Avigilon-POE60U-1BT E	Gigabit 802.3bt 60 W PoE Injector	EA	\$204.75	\$204.75

Corridor Cameras / Interior Cameras

7	Avigilon-5.0C-H6SL-D 1	5.0 MP, WDR, LightCatcher, Day/Night, Indoor Dome, 3.4-10.5mm f/1.6	EA	\$968.41	\$6,778.87
---	---------------------------	---	----	----------	------------

Gym Cameras

2	Avigilon-5.0C-H6SL-D O1-IR	5.0 MP, WDR, LightCatcher, Day/Night, Outdoor Dome, 3.4-10.5mm f/1.6, Integrated IR	EA	\$1,155.66	\$2,311.32
1	ESI-CS34P, Yellow	Category-6 Cable (CS34P Yellow), 1000-feet	EA	\$779.83	\$779.83
4	RJ45-6	Catagory 6 Cable Connector	EA	\$1.47	\$5.88

Cozad Elementary School - Base IP Camera Equipment Price

\$16,191.65

Cozad Middle School/High School - Base IP Camera Equipment

9	Avigilon-ACC7-ENT	ACC 7 Enterprise camera channel http://avigilon.com/acc	EA	\$348.71	\$3,138.39
1	Avigilon-24C-H5A-3M H-DP1	3X8MP, WDR, 270 degree max field of view, Lightcatcher, 3.3-5.7MM, with pendant adapter and clear dome cover	EA	\$5,621.95	\$5,621.95
1	Avigilon-WLMT-1001	WALL MOUNT FOR LARGE PENDANT CAMERA	EA	\$140.34	\$140.34

3 Way intersection - Corridor Camera

1	Avigilon-15C-H5A-3M H	3X5MP, WDR, 270 degree max field of view, Lightcatcher, 3.3-5.7MM	EA	\$2,808.22	\$2,808.22
1	Avigilon-H5AMH-DO- COVR1	Cover, Surface/Pendant Mount, H5MH	EA	\$230.53	\$230.53

QuoteNo.: **50546**

Date: 5/13/2026

Quantity	Item ID	Description	UOM	Sell	Total
1	Avigilon-H5AMH-AD-D OME1	Outdoor surface mount adapter. For use with the Avigilon H5A Multisensor	EA	\$230.53	\$230.53
2	Avigilon-POE60U-1BT E	Gigabit 802.3bt 60 W PoE Injector	EA	\$204.75	\$409.50
Middle School Lobby, Media Center, and office					
3	Avigilon-12.0C-H6A-F E-360-DO1	CAM, H6F, Outdoor, 12MP, 360, WDR/LL	EA	\$1,706.25	\$5,118.75
Corridor Cameras					
2	Avigilon-10.0C-H6AD H-DO1-IR	2x 5MP H6A Dual Head Camera. Outdoor camera with built-in IR	EA	\$2,312.41	\$4,624.82
Exterior Cameras					
1	Avigilon-8.0C-H6SL-D O1-IR-B	CAM,H6SL,Odr,8.0MP,WDR/LL,4.4-9.3 mm,IR	EA	\$2,201.44	\$2,201.44
1	Avigilon-H6SL-MT-NP TA1	NPT Adapter for H6SL Dome Cameras	EA	\$49.75	\$49.75
1	Avigilon-WLMT-1021	Mount, Pendant Arm, 20cm Long, 1.5 NPT	EA	\$121.46	\$121.46
8	Avigilon-5.0C-H6SL-D 1	5.0 MP, WDR, LightCatcher, Day/Night, Indoor Dome, 3.4-10.5mm f/1.6	EA	\$968.41	\$7,747.28
1	Avigilon-5.0C-H6SL-D O1-IR	5.0 MP, WDR, LightCatcher, Day/Night, Outdoor Dome, 3.4-10.5mm f/1.6, Integrated IR	EA	\$1,155.66	\$1,155.66
4	Altronix-NetWayXTX	Ethernet/Data Repeater, Extends 100m. PoE (IEEE 802.3af) and PoE+ (IEEE 802.3at) Compliant, UL/cUL Listed (UL60950-1)	EA	\$185.41	\$741.64
4	ESI-CS34P, Yellow	Category-6 Cable (CS34P Yellow), 1000-feet	EA	\$779.83	\$3,119.32
30	RJ45-6	Catagory 6 Cable Connector	EA	\$1.47	\$44.10
Cozad Middle School/High School - Base IP Camera Equipment Price					\$37,503.68
PCI Installation & Programming Price					\$16,675.49

Your Price:	\$70,370.82
--------------------	--------------------

Freight:	\$633.61
----------	----------

SubTotal:	\$71,004.43
------------------	--------------------

Total:	\$71,004.43
---------------	--------------------

Prices are firm until 5/20/2026 Terms: NET30

Prepared by: Tom Reiber, Tom.Reiber@protexcentral.net**Date:** 5/13/2026

SCOPE OF WORK:

****SPECIAL NOTICE****

- 1) PCI cannot be held liable for manufacturing delays for equipment listed on this proposal.
- 2) PCI reserves the right to substitute alternative equipment as needed to meet project and customer deadlines as required.
- 3) Any additional costs associated with manufacturer increases after date of order will be negotiated with end user.

Exclusions for Tariff-Related Cost Increases:

- * PCI shall not be liable for cost increases incurred due to tariffs incurred during the sales and/or ordering process.
- * PCI will communicate and negotiate additional costs incurred with Customer prior to equipment purchase.

Initial _____ Date _____

Protex Central, Inc. (PCI) proposes the installation of IP camera additions and replacements at Cozad Community Schools in Cozad, NE.

INCLUSIONS - COZAD ELEMENTARY SCHOOL:

- 1) PCI will provide and install (1) Avigilon Control Center 7 Enterprise (ACC7-ENT) camera channel license on to the existing NVR server at the Elementary School.
- 2) PCI will provide and install new IP camera equipment at the following locations at the Elementary School:

Exterior, South wall, viewing the front of the building:

- (1) Avigilon 24C-H5A-3MH-DP1 3x8-Megapixel, multisensor dome camera, with pendant mount and dome cover.
- (1) Avigilon WLMT-1001 wall mount bracket.
- This is a new IP camera.

Corridor C113, North, viewing the North Entrance:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

Gymnasium C127X, Northwest corner:

- (1) Avigilon 5.0C-H6SL-DO1-IR 5-Megapixel, surface mount dome camera.
- This is a replacement IP camera.

Gymnasium C127X, Southeast corner:

- (1) Avigilon 5.0C-H6SL-DO1-IR 5-Megapixel, surface mount dome camera.
- This is a replacement IP camera.

Corridor B109, East:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

Corridor B120, West:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

Corridor A126, East:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

Multipurpose Room A135X, Northwest Corner:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

Multipurpose Room A135X, Southeast Corner:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

Corridor B118X, South:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

3) PCI will provide and install (1) new Avigilon POE60U-1BTE POE/POE+ injector for the new multisensor dome camera at its Local Area Network (LAN) connection.

4) PCI will provide and install new Category-6, yellow cabling for the new multisensor dome camera.

5) PCI will provide programming.

INCLUSIONS - COZAD MIDDLE SCHOOL & COZAD HIGH SCHOOL:

1) PCI will provide and install (9) Avigilon Control Center 7 Enterprise (ACC7-ENT) camera channel licenses on to the existing NVR server at the High School.

2) PCI will provide and install new IP camera equipment at the following locations at the Middle School and at the High School:

Middle School, Lobby E102:

- (1) Avigilon 12.0C-H6A-FE-360-DO1 12-Megapixel, fisheye dome camera.
- This is a new IP camera.

Middle School, Exterior near the Alt. Ed. Entrance Door:

- (1) Avigilon 8.0C-H6SL-DO1-IR 8-Megapixel, outdoor dome camera.
- (1) Avigilon H6SL-MT-NPTA1 NPT adapter.
- (1) Avigilon WLMT-1021 wall mount bracket.
- This is a new IP camera.

Middle School, Corridor B113AX, West (Alt. Ed. Corridor):

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a new IP camera.

Middle School, North Hallway West:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a new IP camera.

Middle School, North Hallway East:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a new IP camera.

Middle School, South Hallway West:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a new IP camera.

Middle School, South Hallway East:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a new IP camera.

Middle School, Media Center F102X:

- (1) Avigilon 12.0C-H6A-FE-360-DO1 12-Megapixel, fisheye dome camera.
- This is a new IP camera.

Middle School, Corridor C126.4X, East:

- (1) Avigilon 15C-H5A-3MH 3x5-Megapixel, multisensor dome camera.

- (1) Avigilon H5AMH-AD-DOME1 surface mount adapter.
- (1) Avigilon H5AMH-DO-COVR1 dome cover.
- This is a replacement IP camera.

Middle School, Exterior, outside of Choir E127X, viewing the Bus Barn and surrounding area:

- (1) Avigilon 24C-H5A-3MH-DP1 3x8-Megapixel, multisensor dome camera, with pendant mount and dome cover.
- (1) Avigilon WLMT-1001 wall mount bracket.
- This is a replacement IP camera.

Middle School, Corridor D130X:

- (1) Avigilon 10.0C-H6ADH-DO1-IR 2x5-Megapixel, dual-head camera.
- This is a replacement IP camera.

High School, Reception B101:

- (1) Avigilon 12.0C-H6A-FE-360-DO1 12-Megapixel, fisheye dome camera.
- This is a new IP camera.

High School, Corridor A100.1, South:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

High School, Corridor A102.1, South:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

High School, Corridor A101, East:

- (1) Avigilon 5.0C-H6SL-D1 5-Megapixel, indoor dome camera.
- This is a replacement IP camera.

High School, "Old Gym", Southwest corner:

- (1) Avigilon 5.0C-H6SL-DO1-IR 5-Megapixel, surface mount dome camera.
- This is a replacement IP camera.

High School, Corridor A102X:

- (1) Avigilon 10.0C-H6ADH-DO1-IR 2x5-Megapixel, dual-head camera.
- This is a replacement IP camera.

3) PCI will provide and install (1) new Avigilon POE60U-1BTE POE/POE+ injector for each new multisensor dome camera at its Local Area Network (LAN) connection.

4) PCI will provide and install new Altronix NETWAYXTX POE/POE+ extenders for the following new IP cameras:

- Middle School, North Hallway West.
- Middle School, North Hallway East.
- Middle School, South Hallway West.
- Middle School, South Hallway East.

These new IP camera locations exceed the 100-meter data cable limit to the network switch locations. The new NETWAYXTX unit extend the data cable limit to 200-meters.

5) PCI will provide and install new Category-6, yellow cabling for the new IP cameras.

6) PCI will provide programming.

EXCLUSIONS:

* All necessary POE network switches (for the new IP cameras), rack cabling, or Internet access shall be provided and installed by the Owner.

- * All necessary racking, shelving, and cable management equipment shall be provided and installed by the Owner.
- * PCI cannot guarantee the condition or functionality of existing equipment or cabling. Items can be replaced at an additional cost.
- * PCI cannot guarantee functionality of Owner provided equipment or cabling. Items can be replaced at an additional cost.
- * All lifts necessary for cable and device installation shall be provided by the Owner.
- * Patching, painting, or repair/replacement of ceiling tiles are excluded.

CLARIFICATIONS:

- * All work to be performed during normal business hours 8:00AM – 5:00PM, Monday through Friday.
- * Fifty (50)% deposit with order. Balance due within 30 days upon invoice. See additional information included on "Terms and Conditions" page.
- * Includes all equipment listed above. Cost for any additional equipment that is used shall be negotiated with the Owner.
- * All devices will be installed per locations noted on drawings via site survey and as defined in the scope of work.

Protex Central Inc. - Agreement Proposal Terms & Conditions

This proposal when accepted, and any subsequent orders placed as a result of this proposal are not subject to cancellation, change, reduction in amount or suspension of performance by the customer except with Protex's written consent and upon terms which indemnify against loss. Any change order such as design, shipping or installation schedule or other instructions of any kind must be submitted in writing. Protex shall not be bound by any such change unless they first agree in writing, and then only upon such terms, as they shall make, to cover any additional cost caused by such changes.

When materials covered by this proposal are for the replacement of or additions to existing equipment, Protex shall in no way be responsible for the functioning of any part of the existing system on which changes are not made by Protex. The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Protex, or alternatively, shall provide Protex with acceptable tax exception certificates. Protex shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of work. Protex shall not be responsible for any loss or damage occurring by reason of delay, or inability to perform caused by conditions beyond their control including but not limited to acts of God, act of government, fire, flood, war, riot, civil commotion, transportation embargoes or car shortages, malicious injury, inability to secure material or skilled labor, priority, allocations or other materials regulations, or any other cause, similar or dissimilar.

Should this proposal cover an item or items which are made to the customer's specifications, any warranty on the part of Protex shall be limited to cover latent defects in materials only and in no case shall be construed to warrant that said item or items shall provide satisfactory in type of length or service rendered. Acceptance by the customer shall be evidence that the customer's specifications have been compiled with and shall be conclusive that the terms of this proposal have been met. Claims for shortages or rejections must be made within ten days after receipt of goods. Claims for breakage, damaged, or loss should be presented directly to the transportation company upon receipt of merchandise. It is understood that the performance dates specified on this proposal are based upon conditions prevailing as of the date of this proposal and that Protex shall not be responsible for any delay in said performance dates, or any cancellation of this proposal which may be caused by conditions, either out of their control or by them at the time this proposal is made. Protex shall have the right to furnish substitutes for material which cannot be obtained due to existing shortages.

Protex reserves the right to restrict the terms of payment or to require payment prior to time of performance if in Protex's opinion the customer's financial condition or other circumstances do not warrant shipment or installation on the terms originally specified in this proposal. Interest will be added on overdue accounts at 1 ½% per month. This proposal supersedes all previous proposals, negotiations, statements, representations and promises. The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which caused, in whole or in part, by the negligent act or omission of the indemnifying party. Purchaser agrees that he will pay and reimburse Protex for any and all

reasonable attorney's fees which are incurred by Protex Central in the collection of amounts due and payable hereunder.

Protex shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement. Protex warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment. Work performed by Protex shall warranted for a period of ninety (90) days. Protex warrants that for equipment furnished and/or installed but not manufactured by Protex. Protex will extend the same warranty terms and conditions, which Protex receives, from the manufacturer of said equipment. All transportation charges incurred in connection with the warranty for equipment not installed by Protex shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OR MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

BILLINGS, TERMS & DEPOSIT REQUIREMENTS

CUSTOMER shall pay or cause to be paid to PCI the full price for the Services as specified in this Agreement. PCI shall submit periodic invoices unless otherwise specified to CUSTOMER in advance for Services to be performed during the subsequent billing period, and payment shall be due within thirty (30) days of the Invoice Date. Payments for Services past due more than ten (10) days shall accrue interest from the due date to the date of payment at the rate of one and one-half percent (1.5%) per month, compounded monthly, or the highest legal rate then allowed. CUSTOMER shall pay all attorney and/or collection fees incurred by PCI in collecting any past due amounts.

Credit card payments may be subject to additional fees.

Customer Acknowledgement Initial: _____ Date: _____

50% Deposit with order unless otherwise negotiated with Protex Central Inc. Finance Department.

Customer Acknowledgement Initial: _____ Date: _____

SPECIAL NOTICE conditions have been reviewed and are understood per "Scope of Work" for this document.

Customer Acknowledgement Initial: _____ Date: _____

© COPYRIGHT, PROTEX CENTRAL INC, 2026 ALL RIGHTS RESERVED

Accepted by: _____ **Date:** _____



Protex Central, Inc.
 Phone: (402) 463-0666
 Fax: (402) 463-6057
 1239 North Minnesota Ave, PO Box 1467
 Hastings, NE 68901

Quote
No.: 50547
Date: 5/13/2026

Prepared for:
 Patty Wolfe (308) 784-2744
 Cozad Community Schools
 1710 Meridian Avenue
 Cozad, NE 69130 USA

Prepared by: Tom Reiber
 Account No.: 21777
 Phone: (308) 784-2745
 Job: CCTV System

Quantity	Item ID	Description	UOM	Sell	Total
Cozad Elementary School, Principal Office - Option IP Camera Equipment					
2	Avigilon-ACC7-ENT http://avigilon.com/acc	ACC 7 Enterprise camera channel	EA	\$348.71	\$697.42
2	Avigilon-2.0C-H6M-D1	2MP H6M Indoor Mini Dome Camera with 2.9mm Lens	EA	\$483.64	\$967.28
1	ESI-CS34P, Yellow	Category-6 Cable (CS34P Yellow), 1000-feet	EA	\$779.83	\$779.83
4	RJ45-6	Catagory 6 Cable Connector	EA	\$1.47	\$5.88
Cozad Elementary School, Principal Office - Option IP Camera Equipment Price					\$2,450.41
Cozad Middle School, Principal Office - Option IP Camera Equipment					
1	Avigilon-ACC7-ENT http://avigilon.com/acc	ACC 7 Enterprise camera channel	EA	\$348.71	\$348.71
1	Avigilon-2.0C-H6M-D1	2MP H6M Indoor Mini Dome Camera with 2.9mm Lens	EA	\$483.64	\$483.64
1	ESI-CS34P, Yellow	Category-6 Cable (CS34P Yellow), 1000-feet	EA	\$779.83	\$779.83
2	RJ45-6	Catagory 6 Cable Connector	EA	\$1.47	\$2.94
Cozad Middle School, Principal Office - Option IP Camera Equipment Price					\$1,615.12
Cozad High School, Principal Office - Option IP Camera Equipment					
1	Avigilon-ACC7-ENT http://avigilon.com/acc	ACC 7 Enterprise camera channel	EA	\$348.71	\$348.71
1	Avigilon-2.0C-H6M-D1	2MP H6M Indoor Mini Dome Camera with 2.9mm Lens	EA	\$483.64	\$483.64
1	ESI-CS34P, Yellow	Category-6 Cable (CS34P Yellow), 1000-feet	EA	\$779.83	\$779.83
2	RJ45-6	Catagory 6 Cable Connector	EA	\$1.47	\$2.94
Cozad High School, Principal Office - Option IP Camera Equipment Price					\$1,615.12
PCI Installation & Programming Price					\$3,406.26

Your Price: **\$9,086.91**

Freight: \$67.03

SubTotal: **\$9,153.94**

Total: **\$9,153.94**

Prices are firm until 5/20/2026 Terms: NET30

Prepared by: Tom Reiber, Tom.Reiber@protexcentral.net

Date: 5/13/2026

SCOPE OF WORK:

****SPECIAL NOTICE****

- 1) PCI cannot be held liable for manufacturing delays for equipment listed on this proposal.
- 2) PCI reserves the right to substitute alternative equipment as needed to meet project and customer deadlines as required.
- 3) Any additional costs associated with manufacturer increases after date of order will be negotiated with end user.

Exclusions for Tariff-Related Cost Increases:

- * PCI shall not be liable for cost increases incurred due to tariffs incurred during the sales and/or ordering process.
- * PCI will communicate and negotiate additional costs incurred with Customer prior to equipment purchase.

Initial _____ Date _____

Protex Central, Inc. (PCI) proposes the installation of IP camera additions at Cozad Community Schools in Cozad, NE.

INCLUSIONS - COZAD ELEMENTARY SCHOOL:

- 1) PCI will provide and install (2) Avigilon Control Center 7 Enterprise (ACC7-ENT) camera channel license on to the existing NVR server at the Elementary School.
- 2) PCI will provide and install new IP camera equipment at the following locations at the Elementary School:

Principal A102, Southeast corner:

- (1) Avigilon 2.0C-H6M-D1 2-Megapixel, indoor fixed camera.

Workroom A107, East:

- (1) Avigilon 2.0C-H6M-D1 2-Megapixel, indoor fixed camera.

- 3) PCI will provide and install new Category-6, yellow cabling for the new IP cameras.
- 4) PCI will provide programming.

INCLUSIONS - COZAD MIDDLE SCHOOL:

- 1) PCI will provide and install (1) Avigilon Control Center 7 Enterprise (ACC7-ENT) camera channel license on to the existing NVR server at the High School.
- 2) PCI will provide and install new IP camera equipment at the following locations at the Middle School:

Office E105X, Southeast corner:

- (1) Avigilon 2.0C-H6M-D1 2-Megapixel, indoor fixed camera.

- 3) PCI will provide and install new Category-6, yellow cabling for the new IP cameras.
- 4) PCI will provide programming.

INCLUSIONS - COZAD HIGH SCHOOL:

- 1) PCI will provide and install (1) Avigilon Control Center 7 Enterprise (ACC7-ENT) camera channel license on to the

existing NVR server at the High School.

2) PCI will provide and install new IP camera equipment at the following locations at the High School:

Office B106, Southwest corner:

- (1) Avigilon 2.0C-H6M-D1 2-Megapixel, indoor fixed camera.

3) PCI will provide and install new Category-6, yellow cabling for the new IP cameras.

4) PCI will provide programming.

EXCLUSIONS:

- * All necessary POE network switches (for the new IP cameras), rack cabling, or Internet access shall be provided and installed by the Owner.
- * All necessary racking, shelving, and cable management equipment shall be provided and installed by the Owner.
- * PCI cannot guarantee the condition or functionality of existing equipment or cabling. Items can be replaced at an additional cost.
- * PCI cannot guarantee functionality of Owner provided equipment or cabling. Items can be replaced at an additional cost.
- * All lifts necessary for cable and device installation shall be provided by the Owner.
- * Patching, painting, or repair/replacement of ceiling tiles are excluded.

CLARIFICATIONS:

- * All work to be performed during normal business hours 8:00AM – 5:00PM, Monday through Friday.
- * Fifty (50)% deposit with order. Balance due within 30 days upon invoice. See additional information included on "Terms and Conditions" page.
- * Includes all equipment listed above. Cost for any additional equipment that is used shall be negotiated with the Owner.
- * All devices will be installed per locations noted on drawings via site survey and as defined in the scope of work.

Protex Central Inc. - Agreement Proposal Terms & Conditions

This proposal when accepted, and any subsequent orders placed as a result of this proposal are not subject to cancellation, change, reduction in amount or suspension of performance by the customer except with Protex's written consent and upon terms which indemnify against loss. Any change order such as design, shipping or installation schedule or other instructions of any kind must be submitted in writing. Protex shall not be bound by any such change unless they first agree in writing, and then only upon such terms, as they shall make, to cover any additional cost caused by such changes.

When materials covered by this proposal are for the replacement of or additions to existing equipment, Protex shall in no way be responsible for the functioning of any part of the existing system on which changes are not made by Protex. The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Protex, or alternatively, shall provide Protex with acceptable tax exception certificates. Protex shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of work. Protex shall not be responsible for any loss or damage occurring by reason of delay, or inability to perform caused by conditions beyond their control including but not limited to acts of God, act of government, fire, flood, war, riot, civil commotion, transportation embargoes or car shortages, malicious injury, inability to secure material or skilled labor, priority, allocations or other materials regulations, or any other cause, similar or dissimilar.

Should this proposal cover an item or items which are made to the customer's specifications, any warranty on the part of Protex shall be limited to cover latent defects in materials only and in no case shall be construed to warrant that said item or items shall provide satisfactory in type of length or service rendered. Acceptance by the customer shall be evidence that the customer's specifications have been compiled with and shall be conclusive that the terms of this proposal have been met. Claims for shortages or rejections must be made within ten days after receipt of goods. Claims for breakage,

damaged, or loss should be presented directly to the transportation company upon receipt of merchandise. It is understood that the performance dates specified on this proposal are based upon conditions prevailing as of the date of this proposal and that Protex shall not be responsible for any delay in said performance dates, or any cancellation of this proposal which may be caused by conditions, either out of their control or by them at the time this proposal is made. Protex shall have the right to furnish substitutes for material which cannot be obtained due to existing shortages.

Protex reserves the right to restrict the terms of payment or to require payment prior to time of performance if in Protex's opinion the customer's financial condition or other circumstances do not warrant shipment or installation on the terms originally specified in this proposal. Interest will be added on overdue accounts at 1 ½% per month. This proposal supersedes all previous proposals, negotiations, statements, representations and promises. The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which caused, in whole or in part, by the negligent act or omission of the indemnifying party. Purchaser agrees that he will pay and reimburse Protex for any and all reasonable attorney's fees which are incurred by Protex Central in the collection of amounts due and payable hereunder.

Protex shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement. Protex warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment. Work performed by Protex shall warranted for a period of ninety (90) days. Protex warrants that for equipment furnished and/or installed but not manufactured by Protex. Protex will extend the same warranty terms and conditions, which Protex receives, from the manufacturer of said equipment. All transportation charges incurred in connection with the warranty for equipment not installed by Protex shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OR MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

BILLINGS, TERMS & DEPOSIT REQUIREMENTS

CUSTOMER shall pay or cause to be paid to PCI the full price for the Services as specified in this Agreement. PCI shall submit periodic invoices unless otherwise specified to CUSTOMER in advance for Services to be performed during the subsequent billing period, and payment shall be due within thirty (30) days of the Invoice Date. Payments for Services past due more than ten (10) days shall accrue interest from the due date to the date of payment at the rate of one and one-half percent (1.5%) per month, compounded monthly, or the highest legal rate then allowed. CUSTOMER shall pay all attorney and/or collection fees incurred by PCI in collecting any past due amounts.

Credit card payments may be subject to additional fees.

Customer Acknowledgement Initial: _____ Date: _____
50% Deposit with order unless otherwise negotiated with Protex Central Inc. Finance Department.

Customer Acknowledgement Initial: _____ Date: _____

SPECIAL NOTICE conditions have been reviewed and are understood per "Scope of Work" for this document.

Customer Acknowledgement Initial: _____ Date: _____

© COPYRIGHT, PROTEX CENTRAL INC, 2026 ALL RIGHTS RESERVED

Accepted by: _____ **Date:** _____

21. DISCUSS, CONSIDER AND TAKE ACTION ON GATE ADMISSION TO ACTIVITIES

	Student Activity Pass	Varsity Games Admission Prices	Lower Level Games Admission Prices	Adult Activity Pass	Family Activity Pass	Accept Passes at Invites? (SB, VB, XC, WR, Track) Includes your own passes - Family, Adult, Student
Broken Bow	\$60	\$8 Adult, \$6 Student	\$5 Adults, \$5 Student	\$100	\$230	
Cozad	\$40	\$6-Adult, \$5-Student	\$5-Adult, \$4-Student	\$110	\$235	No Passes: SB, VB, XC, WR Invites
Gothenburg	\$50	\$7 - Adult, \$6 - Student	\$6 - Adult, \$5 - Student	\$125	\$250	
	\$30 ES \$40 MS \$60 HS			75 / "2 Adult Passes: \$140.00"		
Holdrege		\$6 Adult, \$4 Student	\$4 Adults, \$3 Student			
McCook	45/35 elementary	\$6 adult, \$4 student	\$5 Adults \$3 student	\$65	\$210	
Minden	\$35	\$6 Adult, \$5 Student	\$5 Adults, \$4 Student	\$80	\$225	
Ogallala	K-6 \$25 / 7-12 \$40	\$6 Adult \$5 Student	\$5 Adult \$4 Student	\$60	\$175	

22. ANNUAL DISTRICT TRANSPORTATION AND VEHICLE MAINTENANCE REPORT

Average Students Riding Route Bus Per Day 2025-2026

ROUTE	MONTH										TOTAL
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
South/In Town	40.10	42.19	42.05	40.06	40.20	29.16	18.22	26.67	25.00	23.33	326.98
Northeast	31.56	37.24	36.60	38.41	35	31.79	34.00	37.19	29.45	23.13	334.37
North/Northwest/In Town	59.56	53.76	56.25	49.53	53.07	58.32	60.33	52.52	48.85	55.67	547.86
TOTAL AVERAGE	131.22	133.19	134.90	128.00	128.27	119.27	112.55	116.38	103.30	102.13	1209.21
SpEd	13.48		12.45	13.76	2.73	9.89	11.28	9.71	10.50	10.13	93.93

Added Frenchy Park to Northeast Rt

Total Mileage of Bus Routes 2025-2026

ROUTE	MONTH										TOTAL
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
South/In Town	730	1627	1519	1328	1126	1559	983	1599	1426	1162	13059
Northeast	284	1199	1186	1052	934	1149	1152	1316	1265	807	10344
North/Northwest/In Town	589	1385	1221	1112	882	1263	1274	1459	986	903	11074
TOTAL MILES	1603	4211	3926	3492	2942	3971	3409	4374	3677	2872	34477
SpEd	1341		1687	1567	469	1077	918	1158	1120	815	10152
TOTAL MILES (with SpEd)	2944	4211	5613	5059	3411	5048	4327	5532	4797	3687	44629

*Transport to Lex bus 307

23. **DISCUSS, CONSIDER AND TAKE ACTION ON SERVICE CONTRACTS WITH COZAD SERVICES AND MID-STATES AUTOMATION AND CONTROL, INC FOR HVAC PREVENTATIVE MAINTENANCE NEEDS**

PROPOSAL



**315 East 7th Street
Cozad, NE 69130
(308)784-3477**

PROPOSAL SUBMITTED TO: COZAD COMMUNITY SCHOOLS	PHONE NUMBER: 308-784-2745	DATE: 4/1/2026
STREET: 1710 MERIDIAN	JOB NAME:	
CITY, STATE, and ZIP CODE: COZAD, NE 69130	JOB LOCATION:	
EMAIL: dan.endorf@cozadschools.net	DATE OF PLANS:	JOB PHONE:

We hereby submit specifications and estimates for:

Price to maintenance air handlers in shop and mezzanine and auditorium; all rooftop units and air-exchange units on roof; all water-source heat pumps in ceilings in Middle School; chiller for High School; cooling tower/fan for Middle School heat pump loop; minisplit units for equipment room; boiler for Middle School loop; boilers for High School; exhaust fans on roof for bathrooms/locker rooms; kitchen hood; shops; all rooftop and AAON units at Elementary School and water-source heat pumps in ceilings and room closets; exhaust fans for bathroom and locker rooms; boiler for domestic water; exhaust for kitchen hoods.

This price does not include any parts or labor to install parts. Price includes inspection and cleaning of units twice a year, as well as changing filters provided by Cozad Community Schools.

Total cost for twice-a-year inspection and maintenance is **\$89,800.00**.

Add **\$18,000.00** for two additional filter changes every year (filters provided by Cozad Community Schools).

WE PROPOSE hereby to furnish material and labor-- complete in accordance with above specifications, for the sum of: _____ dollars:

Payment to be as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature

ACCEPTANCE OF PROPOSAL- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
Date of Acceptance _____

Signature

Mid-States Automation & Control, Inc.
239 West 1st Street
Minden, NE 68959
308-380-1605



Cozad Public Schools
Cozad, NE

March 9th, 2026

PREVENTATIVE SERVICE AGREEMENT R4

Mid-States Automation & Control is pleased to offer the following proposal to furnish the materials and/or perform the work described below for the net price of

THIRTY THOUSAND and no/100 DOLLARS(\$30,000.00)

For the above price this proposal includes the following:

High School

- Twice Annual Test and calibrate AHUs 1-6 (Spring & Fall)
 - Test and calibrate as necessary sensors
 - Discharge air temperature
 - Mixed air temperature
 - Return air temperature
 - Return air humidity
 - Duct static pressure (AHU-5 only)
 - Test control and physical operation
 - Fan enable and status
 - Economizer dampers
 - Reheat water valve
 - Chilled water valve
 - Preheat water valve
 - Service and test associated VFDs
 - Clean once annually with compressed air
 - Test input and output voltages for imbalance
 - Test input and output amperages for imbalance
 - Check electrical connections with thermal camera

- Twice Annual Test and calibrate East and West Gyms, New West Locker Room (Spring & Fall) (RTUs 1-3, 18)
 - Test and calibrate as necessary sensors
 - Space air temperature
 - Space air humidity
 - Space carbon monoxide
 - Discharge air temperature
 - Test control and physical operation
 - Fan enable and status
 - Economizer dampers
 - Heat Stages
 - Cooling Stages
- Twice Annual Test and New West Gym ERV 1 &2, NW Locker ERV3 (Spring & Fall)
 - Test sensors
 - Discharge air temperature
 - Return air temperature
 - Outdoor air temperature
 - Exhaust air wheel sensors Qty 2
 - Test control and physical operation
 - Fan enable and status
 - Outdoor intake damper
 - Enthalpy wheel operation
 - Heat Operation
 - Cooling Stages
- Twice Annual Test and calibrate (Spring & Fall) (RTUs 9-17, 19, & 20) (High Front offices, classrooms, east locker rooms)
 - Test and calibrate as necessary sensors
 - Space air temperature
 - Space air humidity
 - Discharge air temperature
 - Test control and physical operation
 - Fan enable and status
 - Economizer dampers
 - Heat Stages
 - Cooling Stages
- Fall High School Qty (2) Aerco boilers
 - Test safeties
 - Check gas pressure at regulator
 - Check burner gas pressure
 - Check modulating gas valve hydraulic pump for leaks or gear noise
 - Calibration procedure with combustion analyser

- Fall Test and tune York Shipley Boiler
 - Middle School Qty (1) York Shipley Boiler
 - Test safeties
 - Check flame sensor and clean as necessary
 - Check ignition probe
 - Check combustion fan amp draw
 - Check regulator gas pressure
 - Check pilot / ignition gas pressure
 - Check main burner gas pressure
 - Perform combustion analysis, adjust air and gas as necessary
- Middle School Heat Pump Loop
 - Service VFD for loop pump(s)
 - Clean once annually with compressed air
 - Test input and output voltages for imbalance
 - Test input and output amperages for imbalance
 - Check electrical connections with thermal camera
 - Cooling Tower
 - Test intake dampers and minor adjustments for tight closure
 - Test tower fan high and low speed
 - Check amps and volts at both speeds
 - Test spray pump operation, amps and volts.
 - Loop heat injection control
 - Verify correct operation of boiler enable
 - Verify correct operation of modulating valve for heat injection
- East Elementary
 - Service VFD for loop pump(s)
 - Clean once annually with compressed air
 - Test input and output voltages for imbalance
 - Test input and output amperages for imbalance
 - Check electrical connections with thermal camera
- Twice Annual Test and calibrate RTUs (4-7, 9, 10, & 13) Zoned RTUs
 - Test and calibrate as necessary sensors
 - Discharge air temperature
 - Mixed air temperature
 - Return air temperature
 - Return air humidity
 - Duct static pressure
 - Test control and physical operation
 - Fan enable and status
 - Economizer dampers
 - Heat Stages

- Cooling Stages
 - Duct static bypass damper
 - Zone dampers
- Twice Annual Test and calibrate RTUs (8, 11, 12, Kitchen, & Cafeteria) Single Zone RTUs
 - Test and calibrate as necessary sensors
 - Discharge air temperature
 - Return air temperature
 - Return air humidity
 - Test control and physical operation
 - Fan enable and status
 - Economizer dampers
 - Heat Stages
 - Cooling Stages

This proposal does not include: .

- Repairs to existing mechanical, electrical equipment, or digital electrical components such as sensors, relays, valve and / or damper actuators.

(IMPORTANT): This proposal incorporates by reference the terms and conditions which are attached to this document.

This agreement will take effect April 1st, 2026 and will continue for the term of 24 months. It will automatically renew after the original term unless the customer or Mid-States Automation & Control, Inc. gives written notice that either does not want to renew. The notice must be given 3 days in advance of the ending of the original agreement or of any renewal year. Renewal price adjustments will be discussed at time of renewal.

THIRTY THOUSAND and no/100 (\$30,000.00). Payable in quarterly payments (\$7,500.00), first payment due 30 days after start of contract period.

This proposal and alternates listed below
are hereby accepted and Mid-States

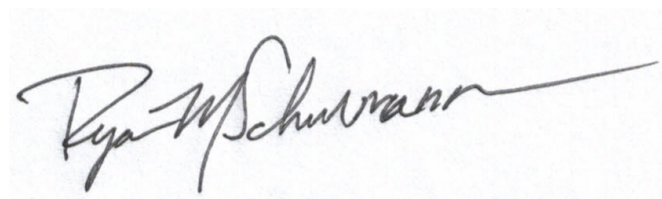
This proposal is valid until

Automation & Control is authorized to proceed with the work.

May 1st, 2026

Purchaser - Company Name

Mid-States Automation & Control, Inc,



Signature

Signature

Name: _____

Name: Ryan M. Schurmann

Title: _____

Title: President

Date: _____

Mid-States Automation & Control Proposal Terms and Conditions

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** Plastering, patching, and painting are excluded. "In-line" duct and piping devices, including, but not limited to valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Mid-States Automation & Control, shall be distributed and installed by others under Mid-States Automation & Control's supervision but at no additional cost to Mid-States Automation & Control. Purchaser agrees to provide Mid-States Automation & Control with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Mid-States Automation & Control agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Mid-States Automation & Control for any costs or expenses without Mid-States Automation & Control's written consent.

Unless specifically noted in the statement of the scope of work or services undertaken by MSACI under this agreement, MSACI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by MSACI shall not operate to compel MSACI to perform any work relating to Hazards without MSACI's express written consent.

2. **INVOICING & PAYMENTS.** Mid-States Automation & Control may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Mid-States Automation & Control at the time purchaser signs this agreement **an advance payment equal to 10% of the contract price**, which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and purchaser agrees to pay Mid-States Automation & Control additional amounts invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses, to the extent payments are received. If Mid-States Automation & Control's invoice is not paid within 30 days of its issuance, it is delinquent.

3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Mid-States Automation & Control, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Mid-States Automation & Control shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefor.

4. **WARRANTY.** Mid-States Automation & Control warrants that the equipment manufactured by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or if installed by Mid-States Automation & Control, for a period of one (1) year from installation. Mid-States Automation & Control warrants that for equipment furnished and/or installed but not manufactured by Johnson Controls, Inc., Mid-States Automation & Control will extend the same warranty terms and conditions which Mid-States Automation & Control receives from the manufacturer of said equipment for a period not to exceed one year. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE

WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

5. **LIABILITY.** Mid-States Automation & Control shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.

6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Mid-States Automation & Control or, alternatively, shall provide Mid-States Automation & Control with acceptable tax exemption certificates. Mid-States Automation & Control shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.

7. **DELAYS.** Mid-States Automation & Control shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Mid-States Automation & Control's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Mid-States Automation & Control, etc.

8. **COMPLIANCE WITH LAWS.** Mid-States Automation & Control shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.

9. **DISPUTES.** All disputes involving more than \$10,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.

10. **INSURANCE.** Insurance coverage in excess of Mid-States Automation & Control's standard limits will be furnished when requested and required. No credit will be given or premium paid by Mid-States Automation & Control for insurance afforded by others.

11. **INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.

12. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of the Occupational Safety and Health Act relating in any way to the project or project site.

13. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

14. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Mid-States Automation & Control unless accepted by Mid-States Automation & Control in writing.

24. ANNUAL BULLYING PREVENTION REPORT

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

All employees are required to promptly and affirmatively report any known or reasonably suspected incidents of bullying, harassment, or discrimination involving students or staff, and any failure to make such a report may result in disciplinary action, up to and including termination of employment.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: July 14, 2025

25. **ANNUAL DISTRICT TITLE I PARENT AND FAMILY ENGAGEMENT POLICY AND
PARENT/COMMUNITY AND SCHOOLS REPORT**

InstructionParental/Community Involvement in Schools

Cozad Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request, a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Parents will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parent; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
 Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
 Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: February 16, 2026

InstructionCombined District and School Title I Parent and Family Engagement Policy

Cozad Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act)*.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. Sections 6318 and 7801(32)

Date of Adoption: February 16, 2026

26. SUMMER PROJECTS REPORT



QUOTATION #8334176

r.2

Shipping To: COZAD SENIOR HIGH SCHOOL

Tag #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #CZ18	Chair, Civitas Series, 4-Leg, Stackable, 18" Seat Height, Ergonomically Contoured Zuma Plastic Seat, Steel Frame, Nylon-Base Swivel Glides. (Color Not Selected) * Promo Price * Promo Pricing may be Cancelled or Modified Without Notice	\$102.96	32	\$3,294.72
2	Virco Inc #CZ30	Stool, Civitas Series, 4-Leg, 30" Seat Height, Ergonomically Contoured Zuma Plastic Seat, Steel Frame, Nylon-Base Swivel Glides. (Color Not Selected)	\$173.76	8	\$1,390.08
3	Virco Inc #TT24608ADJ	Table, Text Series, Tilt Top, Adjustable Leg, 24 X 60, 1-1/8 Laminated Particleboard Top With T-Mold Edge. (Color Not Selected)	\$869.07	16	\$13,905.12
4	Virco Inc #U3636	Top for Table, Universal Tops series, café top, 36 x 36, 1-1/8 high pressure laminate particleboard top with backing sheet. (Color Not Selected)	\$151.34	1	\$151.34
5	Virco Inc #6613341	Cafe Table Base, Lunada Series, X-Shaped, Tubular Steel Column With Die-Cast Aluminum Feet And 3" Diameter Abs Glides, 33" Base Spread, 41" Top Height. Accepts Virco Table Top Models C36r, C36sl, C36sq, C42r, C42sl, C42sq, U36r, U3636 And U42r. Powder Coat Frame And Graphite Color Glides Only. (Color Not Selected)	\$422.15	1	\$422.15
6	Russwood #NT_429630	Neo Table 42"H x 96"W x 30"D (Color Not Selected)	\$2,294.88	1	\$2,294.88
7	Russwood #RND_3618_G1	Round Soft Seat (Grade 1 Fabric) (Color Not Selected)	\$945.57	1	\$945.57
8	Russwood #JX_CH_G4	Jax Chair - grade 4 fabric (Color Not Selected)	\$2,493.89	4	\$9,975.56
Total					\$32,379.42



QUOTATION #8334176

r.2

Shipping To: COZAD SENIOR HIGH SCHOOL

Tag #	Supplier/Model #	Description	Unit Price	Qty	Extension
-------	------------------	-------------	------------	-----	-----------

The undersigned certifies understanding and agreement of this Quote Letter
and has authority to sign for purchase.

COZAD CMTY SCHOOL DISTRICT 11
1810 MERIDAN AVENUE
COZAD NE 69130

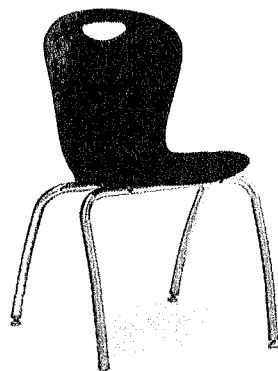
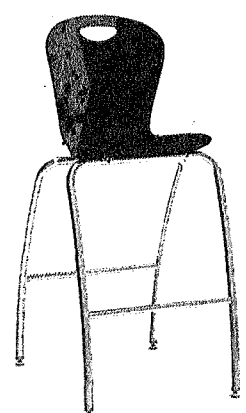
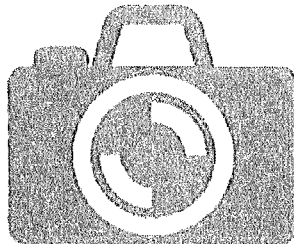
X _____
PO # (if available)

X _____
Name (Print)

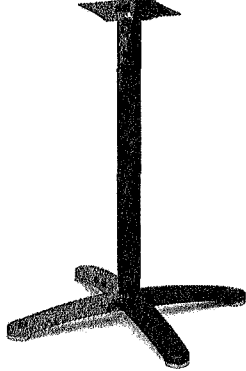
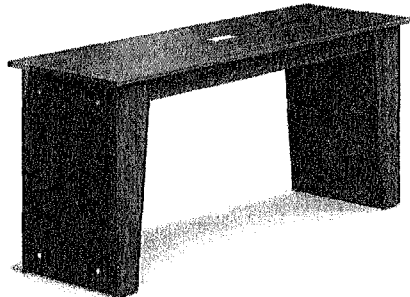
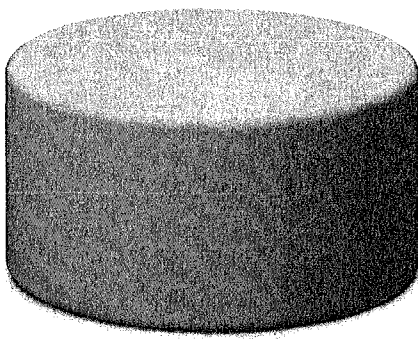
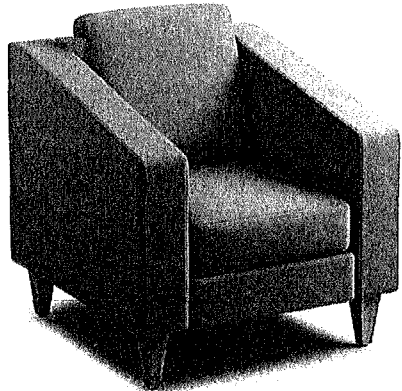
X _____
Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

QUOTE #8334176
r.2

Tag	Supplier/Model #	Description	
1	Virco Inc #CZ18	Chair, Civitas Series, 4-Leg, Stackable, 18" Seat Height, Ergonomically Contoured Zuma Plastic Seat, Steel Frame, Nylon-Base Swivel Glides. 32 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced
2	Virco Inc #CZ30	Stool, Civitas Series, 4-Leg, 30" Seat Height, Ergonomically Contoured Zuma Plastic Seat, Steel Frame, Nylon-Base Swivel Glides. 8 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced
3	Virco Inc #TT24608ADJ	Table, Text Series, Tilt Top, Adjustable Leg, 24 X 60, 1-1/8 Laminated Particleboard Top With T-Mold Edge. 16 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced
4	Virco Inc #U3636	Top for Table, Universal Tops series, café top, 36 x 36, 1-1/8 high pressure laminate particleboard top with backing sheet. 1 ea (Color Not Selected)	 IMAGE COMING SOON

QUOTE #8334176
r.2

Tag	Supplier/Model #	Description	
5	Virco Inc #6613341	Cafe Table Base, Lunada Series, X-Shaped, Tubular Steel Column With Die-Cast Aluminum Feet And 3" Diameter Abs Glides, 33" Base Spread, 41" Top Height. Accepts Virco Table Top Models C36r, C36sl, C36sq, C42r, C42sl, C42sq, U36r, U3636 And U42r. Powder Coat Frame And Graphite Color Glides Only. 1 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced
6	Russwood #NT_429630	Neo Table 42"H x 96"W x 30"D 1 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced
7	Russwood #RND_3618_G1	Round Soft Seat (Grade 1 Fabric) 1 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced
8	Russwood #JX_CH_G4	Jax Chair - grade 4 fabric 4 ea (Color Not Selected)	 Image Does Not Reflect Actual Color Priced

27. **AGENDA SETTING AND FUTURE MEETINGS**
28. **ADJOURNMENT**